



Minutes of the Curriculum Committee Meeting

Monday, October 20, 2003

Central Campus, Building 3, Room 100

Note: The October 20, 2003 Curriculum Committee minutes will be read at the December 15, 2003 Curriculum Committee meeting.

Members Present

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

Students: Debra Adams

Members Absent

Jim Amato, Mike Hart, Teresa Hodge, Mike Minassian, and Susan Smith

Students: Stephen Sexton and Carolyn Reiter

Ex-Officio's Present

Debra Allen, Eileen Holden Ken Ross, and Wanda Thomas,

Visitors Present

Jen Kantis, Colleen Quinn, Eileen Slaymaker, B.G. Thompson, and Joyce Ware

I. Call to Order

Chair Martel called the meeting to order at 2:09 p.m.

II. Approval of the October 20, 2003 Agenda

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

III. Approval of the September 17, 2003 Minutes

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

IV. Old Business

None

V. New Business

A. Ken Ross, *Academic Dean, Central*

1. Motion was made, seconded and unanimously approved the ***Request Waive of First Read*** for "**Landscape Technology**" (A016) program deletion.

Motion was made, seconded and unanimously approved to accept the program deletion.

B. Jan Shakespeare, *Flight Program Manager, South*

1. Motion was made, seconded and unanimously approved the ***Request Waive of First Read*** for "**Intermediate Flight**", (ATF2201), "**Advanced Flight**", (ATF2202), and "**All Weather Flight**", (ATF2306); course deletions.

Motion was made, seconded and unanimously approved to accept the three courses deletions.

C. Joyce Ware, *Interim Director of Basic Training, Institute of Public Safety, Central*

1. Motion was made, seconded and unanimously approved the ***Request Waive of First Read*** for "**Parking Enforcement Specialist**, (CJK0068), "**Traffic Accident-Crash Investigation**, (CJK0088) and "**Police Service Aide**, (CJK0441); new courses.

Motion was made, seconded and unanimously approved to accept the three new courses.

V. New Business (cont'd.)

2. Motion was made, seconded and unanimously approved the ***Request Waive of First Read*** for “**Law Enforcement Police Service Aide**, (CJD0236), course removal.
Motion was made, seconded and unanimously approved to accept the course removal.
3. Motion was made, seconded and unanimously approved the ***Request Waive of First Read*** for “**Police Service Aide Academy**” (5271) program revision.
Motion was made, seconded and unanimously approved to accept the program revision.

D. Hank Martel, Chair, Curriculum Committee
Procedure Manual:

1. A request was made to have all state mandated revisions be presented to the committee as a *FYI* and not as a *First Read*. A subcommittee was formed and will review and report back to the Committee with their suggestions.
2. Cosmetic revisions are needed on pages 11 and 12 of the *Procedure Manual*. The revisions will be completed by Michelle Apps and forwarded to the Curriculum Services department for the November Curriculum Committee meeting.
3. Hank Martel notified the committee that there are voting members that need to be replaced due to conflicting schedules: two students; Carolyn Reiter and Stephen Sexton and three faculty members; Mike Hart, Mike Minassian, and Susan Smith.

VI. REPORTS

- A. **B.G. Thompson, VPAA Staff, Downtown Campus**
SCNS Directed Course Prefix and/or Number Changes, academic year (03-04), is a cumulative list that will be presented periodically to the Committee.
- B. Kudos’ were extended to the Curriculum Services department for their tireless efforts with the electronic proposal process and the Curriculum Services web page.

VII. ADJOURNMENT

The meeting was adjourned at 2:41p.m.

Note: The November meeting is cancelled.
The next scheduled Curriculum Committee meeting is:
December 15, 2003 2:00pm
South Campus, Building 72 – Room 129

Respectively submitted by:
Barbara Piscitelli
October 22, 2003