



**Minutes of the Curriculum Committee Meeting**  
**Monday, December 15, 2003**  
**South Campus, Building 72, Room 129**

**Members Present**

Hank Martel, *Chair*; Jim Amato, Michelle Apps, Teresa Hodge, Barbara Klemm, Linda Liberman, Steve Obenauf, Deborah Papa, Jan Shakespeare, and Leo Stitsky

**Students:** Debra Adams

**Members Absent**

Beau Beadel, Mike Hart, Elaine Cohen, Deborah Hefferin, Mike Minassian, and Susan Smith

**Students:** Pending replacements

**Ex-Officio's Present**

Debra Allen, Eileen Holden, Shouan Pan, Ken Ross, Carol Ross-Black, Debbie Sloan, and Wanda Thomas

**Visitors Present**

Jerry Schwartz, and B.G. Thompson

**I. Call to Order**

*Chair* Martel called the meeting to order at 2:16 p.m.

**II. Approval of the December 15, 2003 Agenda**

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

**III. Approval of the October 20, 2003 Minutes** (November meeting was canceled)

Motion was made, seconded and the minutes were approved as corrected; the addition of curriculum committee member, Leo Stitsky to the October 20, 2003 minutes.

**IV. Old Business**

None

**V. New Business**

**A. Wanda Thomas, *VPTE/Provost CHSE*, Downtown**

1. Motion was made, seconded and unanimously approved the ***Request Waive of First Read*** for *Medical Office Lab Procedure I* (MEA0255), *Medical Office Lab Procedure II*, (MEA0255L), *Medical Office Procedures II* (MEA0256), *Medical Office Procedure Lab II*, (MEA0256L), and *Administrative Office Procedures*, (MEA0271).

Motion was made, seconded and unanimously approved to accept the five course revisions.

**B. Jerry Schwartz, *Business Administration*, North**

1. Motion was made, seconded and unanimously approved the ***Request Waive of First Read*** for **"Customer Service Technology"**, (Certificate                   ), new program. Motion was made, seconded and unanimously approved to accept the new 450 clock hour certificate program.
2. Motion was made, seconded and unanimously approved the ***Request Waive of First Read*** for *Customer Assistance I*, (MKA0043C) and *Customer Service Representative*, (MKA0047C), new courses. Motion was made, seconded and unanimously approved to accept the two new courses

## VI. REPORTS

1. **B.G. Thompson**, *AVPAA Staff, Downtown*
  - A. SCNS-Directed Course Prefix and/or Number Changes,: updated list provided.
  - B. The committee was apprised that the *5 Year Course Review list* is located on the Curriculum Services webpage under the Bulletin Board.
2. **Wanda Thomas**, *VPTE, Downtown*
  - A. Wanda Thomas presented the first draft language of the **Mandated/Exclusive-Discipline Curriculum Proposal Procedures**. The Curriculum Committee Recommended the item be tabled... further discussion at the January meeting.

## VII. ADJOURNMENT

The meeting was adjourned at 2:55 p.m.

**The next scheduled Curriculum Committee meeting is:  
January 26, 2004 2:00pm  
Central Campus, Building 3 – Room 106**

**Respectively submitted by:  
Barbara Piscitelli  
December 18 , 2003**