

## CURRICULUM REVIEW COMMITTEE MINUTES

Thursday, February 19, 2009

3:00-4:00 pm

Starlight Conference Room

Members in Attendance: Bill Alexander, Bill Beebe, Sharon Davis, Bob Grazinski, Lillian Kroeger, Don Mikles, Jim Nixon, Dana Watson, Ken Word, Johnelle Welsh, Jim Yeonopolus, Diana Castillo

Members Absent: Ken Austin, Jerry Herrick, Sandra Thomason

Agenda Items:

- Bill Alexander called the meeting to order.
- Instructional and Accreditation Support Services Update: Dean Watson informed the committee regarding the status of the Texas Higher Education Coordinating Boards Desk Audit review. The response to the THECB should be submitted within the next week. She also reminded the committee that the Southern Association – Commission on Colleges 5 year review is due in 2010 and that the process has begun and is on-going.
- Student Developmental Services Update: Dean Welsh announced to the committee that the SPEEDE Transcript process has been completed and that CTC currently has 48 trading partners. The accomplishment of this project is credited to the work of the Student Developmental Services Computer Technology liaison, Charlotte Riley, who worked closely with the Information Technology department. Currently, Student Developmental Services is working with American Preparatory Institute to move the admissions, registration, and enrollment from a paper based process to an electronic process using the Colleges Information Management System (Colleague).
- Action Items were presented to the Committee with approval/disapproval so noted.
  - Communications: ENGL-1312, Business Writing, has been deleted from the Academic Course Guide Manual. It was recommended that ENGL-1301, Composition I, and a speech selection, where necessary, replace ENGL-1312 on degree plans. Further, it was requested that the beginning and intermediate series of Italian courses be included in the College's foreign language course offerings. Motion for acceptance was made, seconded and approved by the committee.
  - Computer Science: Bob Grazinski, Department Chairman, presented several new awards for approval; Information Security Management AAS and certificate, and the Web Design Basics certificate. These awards will provide additional exit points for students in the computer science career field. A title change for the Information Center Specialist certificate to

Computer Helpdesk Specialist was recommended to better reflect the career path tied to the certificate content. Minor revision to the Information Technology AAS was recommended. Motion for acceptance was made, seconded and approved by the committee.

- Heating and Air Conditioning: This 32 semester credit hour certificate is currently offered only at the Texas Department of Criminal Justice, Gatesville, Texas. Recent legislation barring felons from entering private residences to perform construction services has eliminated incarcerated individuals from participating in this TDCJ offered only certificate. It was recommended for Deactivation. Motion for acceptance was made, seconded and approved by the committee.
  - Mental Health Services: A request for the inclusion of two academic transfer Psychology courses as electives was reviewed. This item was tabled for further discussion with the Social Science Department Chairman.
  - Paralegal/Legal Assistant: Dr. Silverblatt, Paralegal/Legal Assistant Department Chairman, requested the inclusion of a new course, LGLA-2435, Advanced Civil Litigation. This course will replace LGLA-2488 and LGLA-2480 as the capstone option. Motion for acceptance was made, seconded and approved by the committee.
  - New courses for development in alternate delivery methods were presented by several department chairmen.
    - Communications (Italian and French)
    - Computer Science (ITSY1400, 1442, 2441, 2459)
    - Paralegal(LGLA2435)
    - Homeland Security (HMSY1340, 1342, 1343, 2337)
    - Fine Arts (ARTS2313,2314, MUSI1301)
  - A motion was made for the above mentioned courses to be developed in the online delivery format. Motion was seconded and approved by the committee.
- Information Items: Curriculum Updates
  - Dean Update: Mr. Yeonopolus informed the committee of current contract initiatives concerning the Pacific Far East, Europe and Navy Campuses. It is expected that CTC will be informed of the contract bid determination in the next several months.
  - Adjourn

**Next Meeting: June 25, 2009**