CURRICULUM REVIEW COMMITTEE MINUTES

Thursday, February 17, 2011
3:00-4:45 pm
Starlight Conference Room

Members in Attendance: Dana Watson, Tina Ady, Michele Carter, Sharon Davis, Debra Prescott, Jerry Herrick, John Hunt, Lillian Kroeger, Sandra Thomason, Johnelle Welsh

Ex Officio in Attendance: Diana Castillo

Members Absent: Ken Austin, Bob Grazinski, Jim Yeonopolus

Agenda Items:

- Dana Watson called the meeting to order. Dr. Watson addressed the rotation of the committee’s membership. Beginning with the 2011/2012 academic year membership will include a faculty member from the natural sciences department.
- Instructional and Accreditation Support Services Update: Dr. Watson reported that the department was gearing up to undertake a long term syllabus revision project.
- Student Developmental Services Update: Dean Welsh informed the committee that the spring semester reports indicated an increase in enrollments.
- Action Items were presented to the Committee with approval/disapproval so noted.
  - Dr. Timothy Anderson, Department Chair, Natural Science department, presented a request to revise the prerequisite requirements for two courses: BIOL-1406, Biology for Science Majors I, and BIOL-2401, Anatomy and Physiology I. It was recommended that each course be acted on as separate action items. Dr. Anderson requested that the prerequisite for BIOL-1406, Biology for Science Majors I be revised from the current requirement of: a “test score of 240 on both math and reading sections of the THEA exam or equivalent” to a “MATH ASSET score of 45 or above; or a MATH ACCUPLACER score of 95 or above”. Dr. Anderson stated that the justification for the revision is that the current score of 240 represents an 8th and/or 9th grade mathematics competency level and that the math skill level required for successful completion of BIOL-1406 is higher. The department is currently experiencing a high withdrawal and failure rate due to the unpreparedness of the student. After some discussion the committee approved the increase in the prerequisite requirements for BIOL-1406. Dr. Anderson then presented the request to include a prerequisite for the course BIOL-2401, Anatomy and Physiology I. Currently there is no prerequisite required although completion of BIOL-1406 is recommended. Dr. Anderson requested that completion of BIOL-1406, Biology for Science Majors I, with a “C” or better be required for enrollment in BIOL-2401. The justification for this request is the unpreparedness of students and a desire by the Natural Science department to increase course completion rates. Since the course BIOL-2401 Anatomy and Physiology I is currently required in the first semester of the Nursing Associate Degree, Nursing Option for LVN, and the Nursing, Paramedic to ADN degrees, attaching the prerequisite of BIOL 1406 to BIOL 2401 would necessitate a major revision to the currently accredited Nursing Program or result in requirements that would be considered unacceptably hidden by the National Board of Nursing Examiners. In consideration of the current circumstance a vote on the revision to the prerequisite for BIOL-2401 Anatomy and Physiology I was tabled.
Dr. John Frith, Business Administration Department Chair, presented a request to revise the Business Administration Associate of Science degree plan. To further facilitate transfer of course work to Texas Universities Dr. Frith requested the inclusion of PHIL-1301 as an OR option to the English Literature Selection. Dr. Frith also requested that ENVR be included in the possible Natural Science course selection. ENVR 1401, Environmental Science, is available online and will assist students with completing degree requirements. The revision as presented was approved by the committee.

Mr. Bill Hazzard, Industrial Technology Department Chair, informed the committee that the College of Cosmetology has submitted notification that they would be closing in June/July effective with the completion of their currently enrolled students. Several options will be presented to the Board of Trustees, options which include; closing the program, the institution taking over the program, or the possibility of entering into a contract with new owners. The recommendation of the committee is to deactivate the program, giving the institution time to investigate further the available options.

Ms. Katherine Latham, Communications Department Chair, presented a request to the committee that all four credit hour foreign language courses be offered for 96 contact hours. Currently 24 foreign language courses that had been add to the CTC course inventory for contract purposes are offered for 80 contact hours. The increase to 96 hours would provide the necessary consistency in establishing minimum learning outcomes. The revision as presented was approved by the committee.

The Computer Science department requested the deletion of two courses that were previously offered in the Microsoft System Administrator degree plan but due to previous revisions to the certificate, are no longer needed, ITNW-1408 and ITNW-2456. Clarification was also given regarding the course ITNW-1454 in that it no longer provides preparation for the MS70-290 exam.

Mr. Mark Winans, Electronics Department Chair, presented several revisions to the Electronics program. The first presented revision discussed adding the academic transfer course BCIS1401, Microcomputer Applications as an OR option to the course CPMT1403 in the Computer Electronics AAS degree and also in the Network Professional Specialization AAS degree. Also requested was the addition of the academic transfer course BCIS-2390, Systems Analysis and Design, to be used as an elective selection within the curriculum. After discussion focusing on the content similarity between these courses and courses currently offered as workforce courses by the Computer Science department Mr. Winans agreed to the committee’s recommendation to table action until further research could be completed. The deletion of two courses, CPMT-2434 and CPMT-2350, and the addition of ITNW-1449 within the Network Professional Specialization AAS degree were approved. The replacement of CPMT-2434 with ITNW-1449 in the Networking and Network Security certificate of completion was also approved. Additionally two new certificates of completion were approved; Networking and Wireless Networking, and Networking and Network Telephony.

Mr. James Salter, Fine Arts Department Chair, requested the inclusion of the course DRAM-2367, Development of the Motion Picture II in the Drama Associate of Arts Degree as a specialization selection. Mr. Salter further requested that the course be included in the Humanities (visual/performing arts 050) selection of the Core Curriculum. Additionally Mr. Salter and Ms. Celinda Hallbauer, Professor of Music, Fine Arts Department, requested the addition of a new music course, MUSI-1390, Electronic Music. The course would be included in the Music Associate of Arts specialization selection and also in the Humanities (visual/performing arts 050) selection of the Core Curriculum. The addition of
the course MUSI-1390 will provide students with skills and knowledge currently sought in the ever changing music industry. The revisions as presented were approved by the committee.

- Ms. Dawn Green, Mental Health Services Department Chair, presented a revision to the At Risk Youth Advanced certificate of completion. The revision would delete the course CMSW-1313, Assessment and Service Delivery and replace it with the course CMSW-1370 Adolescent Development. The revision as presented was approved by the committee.

- Mr. Jon Cella, Protective Services Department Chair, presented a request to delete two courses. The course SLPS2488, Internship-Security and Loss Prevention Services, is not a required course in the curriculum and has only been offered once between 2000 and 2010. The course CJSA-2334, Contemporary Issues in Criminal Justice, is not a required course in the curriculum. The program currently has a Special Topics course CJSA-1393 as well as the Contemporary Issues course CJSA-2334. The department feels the maintenance of both courses is redundant and unnecessary. The deletions were approved by the committee.

- The Radio/Television Broadcasting department requested the deletion of the course COMM-1307 from the Associate of Arts degree plan and the inclusion of COMM-1335, COMM-2332 and COMM-2339 to the specialization selection. The request as presented was approved by the committee.

- The following courses were presented for development in alternate delivery methods and approved by the committee: CETT1425, BUSG1370, HMSY1370, HMSY1371, MUSI1181

- The following courses were presented for development in alternate delivery methods and tabled by the committee: BCIS-1401, BCIS-2390

- Information Items: Curriculum updates Fall 2011 hand-out
- Dean Update: Dr. Tina Ady had no updates at this time
- Adjourn

Next Meeting: September 2011