

Curriculum Committee Minutes



Meeting Date		Meeting Time & Location	
November 1, 2010		2:30pm – Building 11, Senate Room	
Chair	Co-Chair	Recording Secretary	
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Jamie Palermo Administrative Assistant	
Members Present			
Barbara Peterson, Chair Dave Howard, Co-Chair, Counseling Mike Mixdorf, Health, Justice and Human Services Susan Schneider, Business Darlene Rompogren, EAP/LRC Robert Hijiya, Humanities Greg Ferencko, Math		Phil Hunter, Science/Engineering Bernie Comeau, Social/Behavioral Sciences Charlene Gore, Professional Technical Rachel Goon, Library Rosalie Robinson, ABE Steve Ashpole, ad hoc Julie Benson, ad hoc Kim Rzeszewicz, ad hoc	
Guests Present			
Kim Phillips Jim Wiek Emily Barnett			
Agenda Items			
<p>1. Approval of minutes – October 4, 2010. Motion was made by Rosalie Robinson to approve the October minutes, and was seconded by Phil Hunter. <u>Motion unanimously carried</u></p> <p>2. Approval of agenda – The agenda was approved as is.</p> <p>3. TABLED Courses IAM-132 This course was tabled at the June 2010 meeting and has not been resubmitted.</p> <p>4. DELETED Courses IT-231 IT-259 Motion was made by Rosalie Robinson to approve the deletion of these IT courses, and was seconded by Susan Schneider. <u>Motion unanimously carried.</u></p> <p>5. NEW Courses EAP-154 Advanced Composition and Reading Advanced EAP Composition and Reading Darlene Rompogren spoke on behalf of this course. It was suggested the title be changed so that it would not conflict with any other advanced course. Motion was made by Rosalie Robinson to approve this new EAP course, including the change of title and the update of the course objectives, and was seconded by Susan Schneider. These changes can be seen by clicking the link above. <u>Motion unanimously carried.</u></p>			

[ENGL-084](#) Beginning Writing and Reading

[ENGL-094](#) College Composition and Reading

Motion was made by Rachel Goon to approve these new ENGL courses, and was seconded by Robert Hijji. Robert spoke on behalf of these courses. With more questions than answers, the committee felt it was necessary to table this course. Motion to table both ENGL courses was made by Dave Howard, and was seconded by Susan Schneider. **Motion unanimously carried to TABLE these courses.**

[IT-247](#) IT Project Management

Charlie Crawford spoke on behalf of this course. Motion was made by Rachel Goon to approve this new IT course, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

6. UPDATED Courses

Accounting PLO's

[ACCT-101](#) Practical Accounting I (course objectives)

[ACCT-102](#) Practical Accounting II (prerequisite, course objectives)

[ACCT-103](#) Accounting for Decision Makers (prerequisite, course objectives)

[ACCT-145](#) Payroll and Business Taxes (prerequisite, course objectives)

[ACCT-165](#) Accounting with Peachtree (prerequisite, course objectives)

[ACCT-175](#) Accounting with Quickbooks (prerequisite, course objectives)

[ACCT-250](#) Federal Income Tax (prerequisite, course objectives)

[ACCT-290](#) Work Internship (course objectives)

Motion was made by Rosalie Robinson to approve these updated ACCT courses, and was seconded by Mike Mixdorf. There were question regarding the course objectives for ACCT-290 and no representation, so a motion was made by Rachel Goon to table ACCT-290, and was seconded by Dave Howard. **Motions carried to approve the updated ACCT courses and to TABLE ACCT-290**

Paralegal PLO's

[ADLJ-149](#) Writing Basics for Paralegal (title, description, course objectives)

[ADLJ-150](#) Paralegal Fundamentals and Ethics (description, course objectives)

[ADLJ-151](#) Legal Research & Writing I (description, course objectives)

[ADLJ-155](#) Health/Dealing with Stress (description, course objectives)

Motion was made by Rosalie Robinson to approve these updated ADLJ courses and the changes made to ADLJ-155, and was seconded by Mike Mixdorf. Corrections to the course objectives for ADLJ-155 have been made, making the objectives measureable, and can be seen by clicking on the link above. **Motion unanimously carried.**

[AESL-043](#) ESL Reading Level 3 (title, course objectives)

[AESL-044](#) ESL Reading Level 4 (title, course objectives)

[AESL-045](#) ESL Reading Level 5 (title, course objectives)

[AESL-046](#) ESL Reading Level 6 (title, course objectives)

[AESL-053](#) ESL Writing and Grammar Level 3 (title, prerequisite, course objectives)

[AESL-054](#) ESL Writing and Grammar Level 4 (title, prerequisite, course objectives)

[AESL-055](#) ESL Writing and Grammar Level 5 (title, prerequisite, course objectives)

[AESL-056](#) ESL Writing and Grammar Level 6 (title, prerequisite, course objectives)

Motion was made by Rosalie Robinson to approve these updated AESL courses, and was seconded by Susan Schneider. Rosalie spoke on behalf of these courses and said this new layout will not impact faculty load. **Motion unanimously carried.**

Business PLO's

[BUS&-101](#) Intro to Business (course objectives)

[BUS-102](#) Customer Service (course objectives)

[BUS-110](#) Business Math (course objectives)

- [BUS-116](#) **Records & Information management (course objectives)**
- [BUS-140](#) **Marketing and Business Development (number, prerequisite, course objectives)**
- [BUS-145](#) **Retail Management (number, course objectives)**
- [BUS-150](#) **Global Business (number, title, prerequisite, course objectives)**
 - [Multicultural Designation](#)
 - [Writing Intensive](#)
- [BUS-160](#) **Small Business Entrepreneurship (prerequisite, course objective)**
- [BUS-163](#) **Management Principles & Organizational Systems (prerequisite, course objectives)**
- [BUS-164](#) **Leadership & Human Relations (prerequisite, course objectives)**
- [BUS-165](#) **Human Resource Management (title, course objective)**
- [BUS-280](#) **Career Readiness Skills (description, course objectives)**
- [BUS-290](#) **Work Internship (prerequisite, course objectives)**

Motion was made by Dave Howard to approve these updated BUS courses along with the corrected course objectives for BUS-116, which can be seen by clicking the link above, as well as the Multicultural Designation and Writing Intensive updates for BUS-150, and was seconded by Susan Schneider. Upon discussion, it was agreed that BUS-290's course objectives were somewhat confusing. Motion was made by Greg Ferencko to table BUS-290, and was seconded by Rosalie Robinson. **Motions unanimously carried to approve the BUS courses, and TABLE BUS-290.**

- [IT-248](#) **Database Implementation (title, prerequisite, description, course objectives)**

Motion was made by Rachel Goon to approve this updated IT courses, and was seconded by Dave Howard. **Motion unanimously carried.**

Medical Office PLO's

- [MO-100](#) **Medical Office Procedures (course objectives)**
- [MO-106](#) **Professional Document Production (course objectives)**
- [MO-139](#) **Introduction to Disease Process (course objectives)**
- [MO-140](#) **Medical Transcription I (course objectives)**
- [MO-143](#) **Professional Development (course objectives)**
- [MO-159](#) **Introduction to Medical Coding (course objectives)**
- [MO-241](#) **Clinical Applications for Medical Office (course objectives)**

Motion was made by Rosalie Robinson to approve these updated MO courses, and was seconded by Mike Mixdorf. **Motion unanimously carried.**

- [SMG-101](#) **Essential Supervisory Skills (Title)**

Motion was made by Rachel Goon to approve this updated SMG courses, and was seconded by Robert Hijiya. After discussing, it was suggested that this course be tabled because it was felt it would serve a better purpose if it was integrated into the Business program. Tim Stokes volunteered himself to discuss this with Charlie Crawford and Annalee Rothenberg. Motion was made by Dave Howard to table this course, and was seconded by Mike Mixdorf. **Motion unanimously carried to TABLE this course.**

- [ENGL-095](#) **Writing III: College Composition (prerequisite)**
- [READ-095](#) **Reading III: College Reading (prerequisite)**
- [WRITE-095](#) **Tools for Reading and Writing (prerequisite)**

Motion was made by Robert Hijiya to approve these updated courses, and was seconded by Rosalie Robinson. **Motion unanimously carried.**

7. OTHER Committee Business

- a.** Curriculum Management Program update/status – Kim Rzeszewicz – Kim updated the committee of the status of the Curricunet program. She said that we are almost to the point to run a few test courses through the system to see if there are any issues that come up.