

Curriculum Committee Minutes



Meeting Date		Meeting Time & Location	
November 3, 2008		3:00pm – Building 27, Room 120	
Chair	Co-Chair	Recording Secretary	
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Jamie Palermo Curriculum Coordinator	
Members Present			
Barbara Peterson, Chair Dave Howard, Co-Chair – Counseling Mike Mixdorf – Health, Justice & Human Services Tim Keely – Business Darlene Rompogren – EAP/LRC Robert Hijiya – Humanities Greg Ferencko – Math Tim B. Keely – Science		Bernard Comeau – Social/Behavioral Sciences Jeff Bonnell – Professional Technical Rachel Goon – Library Rosalie Robinson – ABE Colleen Spezia – ad hoc Mary McCabe – ad hoc Jamie Palermo – Recording Sec. – Curriculum Coordinator	
Guests Present			
Nancy Novak Annalee Rothenberg Lisa Edwards Mike Smith			
Agenda Items			
<p>1. Approval of minutes – <u>October 6, 2008</u> Mike Mixdorf made a motion to approve these minutes, and seconded by Rosalie Robinson. <u>Motion unanimously carried.</u></p> <p>2. Approval of agenda – Agenda approved.</p> <p>3. TABLED Courses from last meeting</p> <p><u>ADJ-207</u> Law Enforcement/Criminal Justice (Credit Hour) <u>ADJ-208</u> Internship in Criminal Justice II (Credit Hour) These courses were once again tabled due to lack of departmental representation. Pat Brown, the Dean of this program, has been informed. These courses will once again be presented on the agenda for the December meeting.</p> <p><u>EMC-110</u> Emergency Medical Technician Basic (Prerequisite) Mike Smith presented this course, and after the discussion with the committee, he agreed to take this course back to the department and clean up the new prerequisite. Motion was made by Rosalie Robinson to table this updated EMC course, and seconded by Jeff Bonnell. <u>Motion unanimously carried to TABLE this course.</u></p> <p>4. UPDATED Courses</p> <p><u>Memo regarding Biology courses updates</u> <u>BIOL&-221</u> Introduction to Evolution, Ecology and Biodiversity (Prerequisite) <u>BIOL&-222</u> Introduction to Cellular and Molecular Biology (Prerequisite) <u>BIOL&-241</u> Human Anatomy and Physiology 1 (Prerequisite)</p>			

[BIOL&-251](#) **Human Anatomy and Physiology I (Prerequisite, Description)**

[BIOL&-260](#) **General Microbiology (Prerequisite)**

Due to the fact these changes do not go into effect until Fall 2009, there was concern from Jamie Palermo and Mary McCabe that these courses won't be updated in the systems at the right time, since there is no process in place for holding onto course changes for this long. It was requested of the Science Department that they notify both Jamie and Mary when these courses are to be updated. Motion was made by Jeff Bonnell to approve these updated BIOL courses, and seconded by Dave Howard. **Motion unanimously carried.**

[HD-113](#) **Diversity and the Dynamics of Difference (New M-Form update, etc.)**

Dave Howard spoken on behalf of this course. Bernie confirmed that this course has not been incorporated into the AEGS certificate, as the rationale states, and that he would discuss this matter with Peggy Sargeant. Motion was made by Rachel Goon to approve this updated HD and the updated M-Form, and seconded by Dave Howard. **Motion unanimously carried – with 1 person abstaining.**

5. OTHER Committee Business

- a. Admissions Requirements – Mike Smith presented the Admission Requirements for the Paramedic Education Program, which were reviewed by the committee who acknowledged the equity in the admission requirements and recognized the effort to maintain clear and concise program requirements.
- b. Admissions Requirements – Nancy Novak presented the Admission Requirements for the Associate Degree Nursing Program, which were reviewed by the committee who acknowledged the equity in the admission requirements and recognized the effort to maintain clear and concise program requirements.
- c. [Continuing Professional Education Certificate Course Development](#) – Lisa Edwards and Annalee Rothenberg presented a proposal for submission of corporate education courses for credits. An abbreviated approval process was also proposed. Discussion was held and the committee requested that Lisa make a few changes for resubmission in December for endorsement by the Curriculum Committee.