Curriculum Development and Review Committee Meeting Minutes
November 10, 2011  2:30 pm
Student Center – Room 1


Item #6  Course Modification  EGT-136  This proposal from the Technology and Computer Studies Division details the change in pre-requisites for EGT-136.  Change prerequisite for EGT 136 from MAT 101 to MAT 102 or MAT 114. Students entering EGT 136 must be able to apply the principles of algebra and trigonometry to solve engineering problems. The applied math problems covered in MAT 114 will better prepare students for this class. If students choose not to take MAT 114 (for transfer reasons), then they must take MAT 102 instead. Students who plan to transfer to a four year institution will be advised to take MAT 101 and MAT 102. The Committee endorses this proposal from the Technology and Computer Studies Division.

Item #7  Course Modification  EGT-235 This proposal from the Technology and Computer Studies Division details the change in pre-requisites and requests a title change for EGT-235. For transferability, change EGT 235 course title to “Fluid Power”. After extensive research, it is apparent that most other two and four year programs offer a similar course with “Fluid” in the title. Also, change the co-requisite to “MAT 101 or MAT 114”. Remove MAT 131 as a co-requisite since it does not appear in HCC’s course catalog. The Committee endorses this proposal from the Technology and Computer Studies Division

Item #8  Program Modification  CER.CAD  This proposal from the Technology and Computer Studies Division details the change in the Mathematics program required course by removing MAT-101 and replacing with MAT-114. Students in the Computer-Aided Design Certificate program must be able to apply the principles of algebra and trigonometry to solve basic engineering problems. The applied math problems covered in MAT 114 will better prepare students for entry into the fields of technical drafting and engineering. This certificate requires 4 semesters for completion due to pre-requisites. We are required to track employment of graduates specifically in certificates. The Committee endorses this proposal from the Technology and Computer Studies Division.

Item #9  Program Modification  AAS.CAD  This proposal from the Technology and Computer Studies Division details the change in the General Education courses, program required courses and electives. Gen Ed changes: removing MAT-101 and replacing with MAT-114; Program required changes: removing CAD-269 and MAT-102 and add EGT-101; Electives changes: removing GDT-146 and WEB-101 add EGT-235. The total number of credits for completion will be reduced from 64 to 60. The Committee endorses this proposal from the Technology and Computer Studies Division.

Item #10  Program Modification  AAS.MET  This proposal from the Technology and Computer Studies Division details the change in the General Education courses, program required courses and electives. Gen Ed changes: removing MAT-101 and replacing with MAT-114; Program required changes: The total number of credits for completion will be reduced from 68 to 63 (60
if the ENG-112 pre-req is changed). The Committee endorses this proposal from the Technology and Computer Studies Division.

**Item #14 New Course Proposal ADJ-215** This proposal from the Behavioral and Social Sciences and Business Division details the new course Use of Force in Criminal Justice ADJ-215 with a 3-credit value. Summer 2012 will be the first time offered. Question was raised regarding the Assessment plan about timing of assessment – answer to check syllabus and as a test run for Summer this will be addressed. The COG was submitted. The Committee endorses this proposal from the Behavioral and Social Science and Business.

**Item #15 Course Modification BTC-201** This proposal, submitted by the Mathematics, Science and Engineering Division, details the change in pre-requisites for BTC-201 has been withdrawn.

**Item #16 Inactivate PED Courses** This proposal, submitted by the Health, Physical Education and Leisure Studies Division, lists several courses to be inactivated. The courses submitted are PED-180, PED-136, PED-138, PED-155, PED-156, PED-207, PED-210 and PED-214. Mr. Myers asked to withdraw the PED-214 course, since there has been student interest in this course. The Committee endorses the proposal to inactive the above listed courses while maintaining the PED-214 course.

**Item #17 Inactivate HEA Course** The proposal, submitted by the Health, Physical Education and Leisure Studies Division asks to make HEA-107 inactivated. The Committee endorses the proposal to inactive the above course.

**Item #18 Program Modification AS.NUR** The proposal, submitted by the Nursing Division, seeks to modify the Mathematics General Education course to become more flexible by allowing students to select any approved Mathematics General Education course. HCC was requiring MAT-101 while transfer students were allowed to use a Statistics course. Towson’s BSN program requires Statistics. The Committee supports this proposal as submitted by the Nursing Division.

**Item #19 Inactivate Course MAT-109** This submission from the Mathematics and Science Division proposes to inactivate MAT-109 Statistics. This course is a 3-credit General Education Mathematics Course. Proposal tabled to the December meeting.

**Item #20 Course Modification MAT-119** This submission from the Mathematics and Science Division hinges on the result of Item #19. Proposal tabled to the December meeting.

**Item #21 Inactivate Courses from the Humanities/English Division** The proposal lists the following courses to be inactivated: ENG-207, HIS-203, SPD-104, ITL-101, ITL-102, MCM-101 and MCM-102. The Committee supports this proposal from the Humanities and English Division.

**Item #22 Course Modification HUM-214** This submission from the Humanities and English Division proposes to change the course description and update the course outcomes. The new description moves the course in a global context and will align with the current teaching method.
The Outcomes need modification to align with this new description. The Committee supports this proposal from the Humanities and English Division.

Other items included:

- Approval of the October minutes
- Discussion of consistency in grading what numeric range defines the A, B, C, D, F grade. The College has one grading policy. If an accreditation agency has a different grading policy, the HCC policy will defer to the other agency.
- The list of assignments for the Curriculum Development and Review Committee was distributed – note there is an additional item to this list – how to progress with the Completion Agenda.
- The Curriculum Committee has supported two programs moving to the 60 credit minimum requirement. Was this pre-mature? Page 48 of the catalog defines completion of a minimum of 64 semester hours is this acceptable? Mike Martin was concerned when he reports to the Student Affairs Division that programs are now at 60 credits is this official?
- Discussion about ENG-112 Technical Writing and its pre-requisite of ENG-101 – could this change? This change would be beneficial to Career Programs.

When any item listed above was supported, there was a motion, a second and a vote following. All items endorsed received unanimous votes unless noted otherwise.

Next meeting scheduled for December 8, 2012 in Room 1 of the Student Center at 2:30 PM. Meeting adjourned.