Curriculum Committee Meeting Minutes
April 11, 2013   2:30 pm
LRC-121

Present: R. Fergesen, J. Gerhart, J. Niessner, L. Olden, D. Ryan, D. Warner, D. Webber.   Absent: T. Burge, D. Karstaedt, L. Manilla, and M. Martin. Guests: J. Marschner, M. Rowland, A. Stoops, E. Smith, T. Gift, K. Weil-Yates, A. Valente, D. Maruszewski, M. Spivey.

Minutes from the March 2013 meeting were approved. Actions on the Agenda of proposals are recorded below. Items marked with * are out of numeric order.

Item 55 New Course: PHS-112 and PHS-112L Forensic Science and Forensic Science Lab This proposal submitted by the Mathematics and Science Division describes a new course. This proposal was tabled to the next meeting.

Item 66 Course Modification MAP-205   This proposal submitted from the Health Sciences Division requests adding MAP-210 as a co-requisite course. Students need to complete both MAP-205 and MAP-210 before progressing to the externship. The Committee endorses this proposal.

Item 67 Course Modification MAP-210   This proposal submitted from the Health Sciences Division requests adding MAP-210 as a co-requisite course. Students need to complete both MAP-205 and MAP-210 before progressing to the externship. The Committee endorses this proposal.

Item 86 Program Modification CER.DLA This proposal submitted from the Health Sciences Division requests changing the admission requirement from MAT-098 to MAT-099 beginning with the **Fall 2014** entering class. The Committee endorses this proposal.

Item 87 New Course: EMS-283 EMT Bridge Practicum I This proposal submitted from the Health Sciences Division details the need for a new course in the Emergency Medical Services department. The National Registry of EMT standards have changed and the content covered needs to change to better serve the Bridge students. This 3 credit course provides supervised clinical experience in various settings for the student. The Committee endorses this proposal with the understanding contact hours will be 135 to meet COMAR standards.

Item 88 New Course: EMS-284 EMT Bridge Practicum II This proposal submitted from the Health Sciences Division details the need for a new course in the Emergency Medical Services department. The National Registry of EMT standards have changed and the content covered needs to change to better serve the Bridge students. This 3 credit course provides supervised clinical experience in various settings for the student. The Committee endorses this proposal with the understanding contact hours will be 135 to meet COMAR standards.

Item 89 Program Modification: EMT-I to EMT-P Bridge Program. This proposal submitted from the Health Sciences Division details the program changes due to the new standards and the new courses approved above. Credits required remain at 24. The Committee endorses this proposal.

Items 90 Inactivate the Music Education Option Program . This proposal submitted from the English and Humanities Division requests the inactivation of the Music Education Option. Students desiring to transfer to a music education program will be better served by taking the course of studies in the

redesigned AA Option in Music program. This may be an opportunity to investigate a 3+1 agreement with transfer institutions.   The Committee endorses this proposal.

Item 91 Course Modification: GDT-112   This proposal submitted from the Technology and Computer Studies Division details a new course description for Computer Graphics and also seeks to remove GDT-112 as a prerequisite on the following GDT courses, GDT-116, GDT-142 and GDT-143.   The Committee endorses this proposal.

*Item 127A-B-C Inactivate Courses: ART-112, 142 and 143 These proposals submitted from the English and Humanities Division request the inactivation of courses which were designed for transferability purposes to 4-year institutions.. These courses are equated to the GDT courses of the same number and have been cross-listed when offered. The Committee endorses these proposals.

Item 92 Program Modification: CER.GDT This proposal submitted from the Technology and Computer Studies Division details credit reduction in the Graphic Design Certificate by removing ART-103 and removes the ART cross-listed courses from the program design. The minimum credits to graduate are reduced to 24 and now the Certificate is completely available online. The Committee endorses this proposal.

Item 93 Program Modification: AAS.GDT This proposal submitted from the Technology and Computer Studies Division details changes in General Education, Program courses and Electives courses. The Diversity course is ANT-201; move GDT-112 to Program Requirements and move ART-102 to Restricted Electives list.   Corrections to the paperwork submitted: remove all inactivated ART courses above, WEB-210 from the Restricted Electives list. The Committee endorses this proposal.

Item 94 Program Modification: AA.GDT This proposal submitted from the Technology and Computer Studies Division details changes in General Education, Program courses and Electives courses. The Diversity course is ANT-201; add an option of GDT-112 or ART-103 to Program Requirements.   Corrections to the paperwork submitted: remove all inactivated ART courses above, and add GDT-112 to Electives list as it is a prerequisite to other courses listed in electives. The Committee endorses this proposal.

Item 95 Program Modification: AAS.ISCS This proposal submitted from the Technology and Computer Studies Division details changes in General Education, Program courses and Electives courses. The Diversity course will be 'Select 1 course'; Program Requirements changes: add IST-102 and make an option of IST-106 or IST-107.   Corrections to the paperwork submitted: add IST-106 and IST-107 to Electives list as they are required courses in the certificate. The Committee endorses this proposal.

Item 96 Course Modification SDE-104   This proposal submitted from the Technology and Computer Studies Division requests adding the IC3 certification as co-requisite choice with IST-102. Students need to demonstrate the skills attained in IST-102 course or by ICE3 certification. The Committee endorses this proposal.

Item 97 Course Modification SDE-130   This proposal submitted from the Technology and Computer Studies Division requests adding the IC3 certification as co-requisite choice with IST-102. Students need to demonstrate the skills attained in IST-102 course or by ICE3 certification. The Committee endorses this proposal.

Item 98 Program Modification: AAS.SDE This proposal submitted from the Technology and Computer Studies Division details changes in General Education, Program Requirements and Electives courses. The Diversity course will be 'Select 1 course'; Program Requirements changes: add IST-102 and reduce elective credits by 3.   The Committee endorses this proposal.

Item 99 New Course: CSC-102 This proposal submitted from the Technology and Computer Studies Division requests the creation of course with the CSC-102 designator and number. HCC current students take IST-102 and when transferring to another school special exceptions must be made at the transfer institution. Sections of this course should be cross-listed with the IST-102 sections. CSC-102 will be equated to IST-102 in Datatel which will allow either course to satisfy prerequisites on other IST courses. The Committee endorses this proposal.

Item 100 Program Modification: AS. CSC This proposal submitted from the Technology and Computer Studies Division details changes in General Education, Program Requirements and Electives courses. The Diversity course will be 'Select 1 course'; Program Requirements changes: add CSC-102; Restricted Electives stay the same, Free Electives credits will be 10-12 credits required. Total credits remain at 60. The Committee endorses this proposal.

Item 101 Program Modification: AAS.MET This proposal submitted from the Technology and Computer Studies Division details changes in General Education, Program Requirements and Electives courses. The Diversity course will be 'Select 1 course'; Program Requirements changes: add IST-102; reduce Electives to 3 credits. Question asked why not PHY-112 as it is designed for Career Programs? M. Spivey said while this program is AAS, some students do transfer and need the higher level Physics course. The Committee endorses this proposal.

Item 102 Program Modification: AAS.CAD This proposal submitted from the Technology and Computer Studies Division details changes in General Education, Program Requirements and Electives courses. The Diversity course will be 'Select 1 course'; Program Requirements changes: add IST-102; reduce Restricted Electives to 14 credits. Question asked why not PHY-112 as it is designed for Career Programs?   M. Spivey said while this program is AAS, some students do transfer and need the higher level Physics course and this program should map to the AAS.MET program. The Committee endorses this proposal.

*Item 130 Course Modification: INT-102. This proposal submitted from the Technology and Computer Studies Division requests the removal of IST-102 as a prerequisite. The Industrial Technology programs as redesigned will have IST-102 listed in the electives area. The Committee endorses this proposal.

*Item 131 Course Modification: INT-104. This proposal submitted from the Technology and Computer Studies Division requests the removal of IST-102 as a prerequisite. The Industrial Technology programs as redesigned will have IST-102 listed in the electives area. The Committee endorses this proposal.

Item 103 Program Modification: AAS.INT. This proposal submitted from the Technology and Computer Studies Division details changes in General Education, Program Requirements and Electives courses. The Diversity course will be SOC-106 and the Behavioral/Social Science General Education course will be SOC-101. It was noted that CAD-152 carries the IST-102 prerequisite and the Certificate requires INT-111 consider adding to electives in this degree. The Committee endorses this

proposal. **T. Valente will resubmit paperwork to address the IST-102 prerequisite and adding the INT-111 to electives for the next meeting.**

Item 104 Program Modification CER.IND This proposal submitted from the Technology and Computer Studies Division details changes in Program Requirements and Electives courses. Remove IST-102 from Program Requirements to Electives and move INT-111 from Electives to Program Requirements. Total credits remain the same as do credits for each area. The Committee endorses this proposal.

Item 105 Program Modification CER.FMT This proposal submitted from the Technology and Computer Studies Division details changes in Program Requirements and Electives courses. Remove IST-102 from Program Requirements to Electives and move INT-111 from Electives to Program Requirements. Total credits remain the same as do credits for each area. The Committee endorses this proposal.

Item 106 Program Modification: AAS.AET This proposal submitted from the Technology and Computer Studies Division details changes in General Education, Program Requirements and Electives courses. The Diversity course will be SOC-106 and the Behavioral/Social Science General Education course will be SOC-101. Remove IST-102 from General Education to the Restricted Electives area. All credits remain the same. The Committee endorses this proposal.

Item 107 Program Modification: CER.AESW This proposal submitted from the Technology and Computer Studies Division details changes in Program Requirements and Electives courses. Remove IST-102 from General Education to the Restricted Electives list and add CAD-152 to Restricted Electives list. All credits remain the same. The Committee endorses this proposal.

Item 108 Program Modification: CER.AEGT This proposal submitted from the Technology and Computer Studies Division details changes in Program Requirements and Electives courses. Remove IST-102 from General Education to the Restricted Electives list and add CAD-152 to Restricted Electives list. All credits remain the same. The Committee endorses this proposal.

Item 109 Program Modification: AAS.CVT   This proposal submitted from the Technology and Computer Studies Division details changes in General Education, Program Requirements and Electives courses. The Diversity course will be 'Select 1 course'; Program Requirements changes: add IST-102 and remove SPD-103 to the Electives list. Total credits remain the same. The Committee endorses this proposal.

Item 110 Program Modification: AAS.IPC This proposal submitted from the Technology and Computer Studies Division details changes in General Education, Program Requirements and Electives courses. The Diversity course will be 'Select 1 course' and add PHY-112 as a choice for Science General Education; Program Requirements changes-add IST-102; Restricted Elective credits are reduced to 6. The Committee endorses this proposal.

Item 111 New Course ELE-140 Introduction to Robotics This proposal submitted from the Technology and Computer Studies Division requests the creation of course with the ELE-104 designator. Advisory committee and local industry members have expressed interest in this course for future employees. The Committee conditionally endorses this proposal pending submission of COG.

Item 112 New Program Proposal: Automation Technology CER.IPAT This proposal submitted from the Technology and Computer Studies Division requests the creation of a new Certificate in Automation Technology. This Certificate is an extension of the Digital Instrumentation and Process Control AAS program. No additional funding is required as existing facilities and staff is sufficient to provide support for this Certificate. The Committee supports this proposal. **Dr. Warner will present the proposal to the President for consideration at the Board of Trustees meeting. MHEC approval will need to be secured.**

Items 113-121 New Course Proposals: HIM-101, 202, 204, 206, 208, 212, 216, 222 and 255 This proposal submitted from the Health Sciences Division requests the creation of nine (9) courses in Health Information Management in support of the new Health Information Management AAS Program (see Item 122). Issues raised were dealing with prerequisites on courses, specifically MAP-108 and the IST-202 courses. The Committee conditionally endorses these proposals pending submission of COGs and resolution of issues.

Item 122 New Program Proposal: AAS.HIM This proposal submitted from the Health Sciences Division requests the creation of a new AAS degree program in Health Information Management. This program will prepare student to sit for the AHIMA Health Information Management certification and for articulation into a Bachelor's degree program. The program incorporates current Medical Assisting, Information Systems Technology and new Health Information Management courses along with General Education course requirements. The Committee supports this proposal. **Dr. Warner will present the proposal to the President for consideration at the Board of Trustees meeting. MHEC approval will need to be secured.**

Item 123 Course Modification: EMS-151 This proposal submitted from the Health Sciences Division requests a change in credits for this course – reduce to 2 credits. Course content can be covered in 30 contact hours and will allow more time for EMS-161 course (see Item 124). The Committee endorses this proposal.

Item 124 Course Modification: EMS-161 This proposal submitted from the Health Sciences Division requests a change in credits for this course –increase to 3 credits. Course content can be covered in 45 contact hours and additional airway placements (as required by accreditation agency) can be completed with the additional time. The Committee endorses this proposal.

Item 125 Program Modification CER.PES This proposal submitted from the Health Sciences Division requests a change in credit distribution due to realignment of EMS-151 and EMS-161 credits. The Committee endorses this proposal.

Item 126 Program Modification AAS.PES This proposal submitted from the Health Sciences Division requests a change in credit distribution due to realignment of EMS-151 and EMS-161 credits. The Committee endorses this proposal.

Item 128 A & B Inactive Courses ARA-101 and ARA-102 This proposal submitted from the English and Humanities Division requests the inactivation of the Arabic I and Arabic II courses. The courses rarely ran with full enrollment. The demand for the courses has decreased if not disappeared. The Committee endorses this proposal.

Item 129 Inactive Courses MUS-109/110/209/210 This proposal submitted from the English and Humanities Division requests the inactivation of all levels the Show Choir courses. The courses rarely ran with full enrollment. The redesigned Music Program does not require these courses.
The Committee endorses this proposal.

Item 132 Reactivate Course PSY-212   This proposal from the Behavioral, Social Science and Business Division requests a change in the time frame for inactivating PSY-212. Keeping PSY-212 active for the next Academic Year (AY 14) will allow currently students in the Human Services programs to complete the degree. The Human Services programs will be redesigned effective in the Fall 2013 semester. The Committee endorses this proposal to delay the inactivation of PSY-212.

Item 133 Program Modification: AS.HSV   This proposal from the Behavioral, Social Science and Business Division details changes in General Education, Program Requirements and Electives courses to reduce the number of credits for completion to 61. The Diversity course will be 'Select 1 course'; MAT-109 is the required Mathematics General Education course; increase Program Requirements to 15 credits by adding HST-207 to the list and reduce Elective credits to 15. These changes are in alignment with the Bachelor of Social Work at transfer schools.   The Committee endorses this proposal.

Item 134 Program Modification: AAS.HST   This proposal from the Behavioral, Social Science and Business Division details changes in General Education, Program Requirements and Electives courses to reduce the number of credits for completion to 60. The Diversity and Mathematics course will be 'Select 1 course'; add SPD-103 and SPD-108 as options in the English General Education course; reduce Program Requirements to 31 credits by removing SPD-103 and SOC-102 from the list and reduce Elective credits to 8 and remove HST-201, POL-102 and STU-102 from list but add HUM-214 to list. These changes allow more flexibility in General Education course selection.   The Committee endorses this proposal.

Item 135 Inactive Course ENG-103   This proposal submitted from the English and Humanities Division requests the inactivation of Language Arts ENG-103 course. The course is no longer required by the Education Programs and has run with low enrollments. The Committee endorses this proposal.

Item 136 Inactive Course HUM-103   This proposal submitted from the English and Humanities Division requests the inactivation of Leadership Development HUM-103 course. The course has not run due to low enrollments. The Committee endorses this proposal.

Other Announcements:

The May meeting date TBD. Meeting adjourned.