

February 6, 2013

3:30 p.m.

President's Conference Room

Curriculum Committee

Meeting called by: **Dr. Hodge**

Type of meeting: **Regular Committee Meeting**

Facilitator: **Dr. Hodge and Dr. Jones**

Recorder: **Savannah Maurer**

Timekeeper: **Savannah Maurer**

Attendees: **Andy Scales, Beverly Morris, Bridgett Jackson, Debra Plotts, Dr. Hodge, Dr. Jones, Dr. Pierce, Earl Cook, Jacques McKinnon, Marquette Brewer, Resa Lord, Savannah Maurer, Sheila Larkin**

Absent: **Greg Spence, Michelle Lewis**

Please read: **N/A**

Please bring: **N/A**

Next Meeting: **TBD**

Guests/Observers: **Dr. Dansby, Susan Young**

Minutes

I. Welcome

Dr. Hodge called the meeting to order at 3:38 p.m. and welcomed everyone to first meeting of the Curriculum Committee for the 2012-13 year. The agenda was distributed and Dr. Hodge read the charge of the committee aloud for the committee to hear. This committee is co-chaired by Dr. Jones and Dr. Hodge. In the future this committee will meet at least once per semester for consistency and because some items (i.e. substantive change) need to be addressed months in advance of implementation.

II. Approval of agenda

Dr. Hodge asked everyone in attendance if there was anything to add to the agenda prior to the agenda's approval.

No additions were noted.

The agenda was unanimously approved as distributed.

III. New business

a) Substantive Change Policy

Dr. Jones showed the committee the College's Substantive Change policy, including the Substantive Change Matrix, and informed everyone that it can be located on the

College Intranet under the IE Publications tab. She stressed the need for the committee to become familiar with this policy as Substantive Change items will come through the Curriculum Committee prior to submission to SACS.

b) Curriculum Committee Approval Form (Handout)

Dr. Hodge introduced the Curriculum Committee Approval Form which will be used for any request to change program curriculum.

Dr. Jones noted the importance of including all appropriate documentation when submitting this form and for any changes that must be decided by the committee. She indicated having difficulties with the Compliance Report because there has been a lack of evidence of following policy in the past. This new form will be used to guide the decisions of the committee and allow for proper documentation that policies are being followed.

This is a new form and can be edited as it begins to be used. Dr. Jones encouraged everyone to make suggestions to improve the approval form if needed.

This form will be available on the Intranet under the IE Publications tab.

c) Business and Information Technology

Debra Plotts handed out memos and documentation from BUS, CIS, and OAD for requested changes.

I. BIT Division

- a. The BIT Division is requesting the committee to consider the WKO101 course (2hr) be removed after discussion from the Advisory Committee and local businesses. WKO101 does not deliver what the department needs. Local industries do not use WorkKeys.

Handouts were distributed regarding certifications offered and the cost of the WorkKeys. Industry recognized certifications are already being administered in the BIT division and deliver a better skill set within the industry.

Discussion followed:

Ms. Plotts - It was noted that without WKO101 there would still be a certification in all programs. IC3 is in all programs and individual courses offer certifications in Microsoft Office Suite.

Dr. Jones - While there was a push at the state level for WorkKeys several years ago industry did not buy in to it as originally intended.

Dr. Hodge - We need to make sure we follow any guidelines established at the state level.

Ms. Plotts indicated the trouble with the WKO course is that it is difficult for students to fit into their schedule. WKO courses often take up part of two class times.

Motion: Ms. Plotts moved to have WKO101 eliminated as a required course in all AAS degree programs in the BIT Division.

Second: Ms. Larkin

Discussion:

Ms. Plotts: We're driven a lot by Georgia businesses and Georgia doesn't value the WorkKeys program as much as Alabama.

Ms. Lord: The Health Sciences Department does not require WKO.

Dr. Jones: It is not required in the AA/AS degree programs.

Vote: Approved unanimously

- b. Ms. Plotts requested that the committee consider removing the ORI101 (1hr) course and require ORI105 (3hr) course for all options in the BIT division.

Motion: Ms. Plotts moves to change ORI101 to ORI105 in all options for BUS, CIS, and OAD.

Second: Ms. Lord

Discussion:

Ms. Plotts: The programs will still be under 76 hours.

Mr. Scales: There is a trend of moving away from ORI101.

Dr. Jones: Have you checked the hours online because ORI105 is available online?

Ms. Lord: How can it be offered online if first year students can't take online classes?

Ms. Plotts: Most students taking ORI105 aren't first year students or they wait until they've been here three or four semesters.

Vote: Approved unanimously, effective as soon as it is approved by Cabinet.

II. Business

- a. Dr. Dansby began by asking the committee to consider making OAD101 (Beginner Keyboarding, 3hr.) a requirement for all BUS program options. He indicated that a number of students enroll in Business courses that require computer work and lack the basic typing skills needed to succeed in the course.

Discussion followed. Concern was voiced regarding whether or not it should be a pre-requisite. The option of adding OAD101 as a pre-requisite to CIS146 was discussed.

Dr. Hodge asked if the total number of program hours would change because each Business option offers a CIS elective.

Ms. Plotts indicated that the hours would change, but would remain under 76. This change would not count as a student's elective option.

A motion to accept this change was not presented. Item was tabled for further discussion.

- b. Dr. Dansby requested the committee's consideration in dropping ACC140 (Payroll Accounting, 2hr.) and replacing it with BUS248 (Managerial Accounting, 3 hr.)

This course is in the Common Course Guide.

Dr. Hodge asked if the course was also listed in the academic inventory. Ms. Plotts indicated that it should be, as it was taught in the past.

Dr. Hodge requested that the new Curriculum Committee Approval form be filled out and submitted.

The department indicated that they would submit the Curriculum Committee Approval form and that this change would only change one course.

Mr. Scales inquired as to how this would impact the certificate programs.

Ms. Plotts informed him that the Business program does not offer certificate programs.

Ms. Plotts also stressed the importance of a decision being reached with enough time to submit the changes to the Catalog Committee.

Motion: Dr. Jones moved to replace ACC140 with BUS248, resulting in a one credit hour addition to the Business: Accounting option.

Second: Mr. Cook

Discussion: Individual forms must be submitted for each change.

Vote: Approved unanimously

III. Computer Information Systems

- a. Ms. Plotts requested that the committee remove CIS191/193 (Introduction to Computer Concepts – 3hr. and Introduction to Computer Programming Lab – 1hr.) from the Certificate option. The new total of hours would be 42 (assuming all other changes hold – WKO, ORI).

Motion: Ms. Larkin moved to eliminate CIS191/193 so the Certificate in Information Technology will remain a certificate.

Second: Mr. Scales

Discussion: None

Vote: Approved unanimously

IV. Business and Office Technology

- a. Ms. Young requested the committee to consider adding BUS241 (Principles of Accounting) to the Administrative Technology option of the AAS degree and removing an elective.

Motion: Ms. Young moved to add BUS241 as a required course in the Administrative Technology option and reduce the elective requirements from 9 hours to 6 hours.

Second: Ms. Jackson

Discussion: None

Vote: Approved unanimously

- b. Ms. Young requested the committee consider making BUS263 (The Legal and Social Environment of Business) a required course.

Motion: Ms. Young moved to make BUS263 a required course and reduce the number of elective hours in the Legal Administrative Technology option from 9 hours to 6 hours.**Second: Ms. Brewer, Ms. Lord**

Discussion: None

Vote: Approved unanimously

- c. Ms. Young requested the committee to consider reducing the number of electives (from 6 hours to 3 hours) required because of the increase in credit hours due to the ORI change.

Motion: Reduce the number of electives from 6 hours to 3 hours in the Short Certificate – Administrative Technology option.**Second: Ms. Plotts**

Discussion: None

Vote: Approved unanimously**V. Humanities – Mr. Scales**

- a. Mr. Scales (on behalf of Dr. Muhammad and Ms. Carroll) would like to the committee to consider the suspension of My Reading Lab (MLR) in all developmental reading courses. Mr. Scales read a written rationale from Dr. Muhammad and Ms. Carroll indicating the following reasons for the suspension:

1. Need for computer proficiency and typing skills.
2. Class time constraints mean students have to complete the MRL outside of class. There is no way to verify that the student is the one completing the work.
3. MRL requires the use of a computer and internet which many students cannot afford and do not have access to with their schedules.
4. Dr. Muhammad and Ms. Carroll wish to try new approaches to improve student participation and progress.

Motion: Mr. Scales moves to suspend My Reading Lab in all developmental courses.**Second: Ms. Lord**

Discussion: None

Vote: Approved unanimously

- b. Mr. Scales requested that the committee consider the addition of Western Civilization to the World History requirement to make the history courses more transferable.

It was noted that this course is in the catalog and the academic inventory.

This discussion was tabled until Dr. McClanahan can provide proper rationale and support documentation.

IV. Adjournment

Motion: Dr. Hodge moved to adjourn the meeting.

Second: Ms. Plotts and Mr. Cook

Dr. Hodge adjourned the meeting at **4:53 p.m.**

Minutes respectfully submitted by: Savannah Maurer **February 8, 2013**