

CURRICULUM ADVISORY BOARD
Meeting Minutes
October 1, 2004

Members Present: Craig Leverette-Chair, Elizabeth Pannell, Sirous Malek, Joanne Stevens, Arlene Bakner, Serena Butler, Kathy Mixson, Kathy Morgan, Kyle Wilkinson

Non-Members Present: Karen Murph, Vickie Dobbs, Linda Robertson-recorder

Presentations:

Business & Computer Science: Office Systems Technology

The request is for one revision to the Legal Office Support Specialization Certificate. The request is to replace POFL 2301 with LGLA 2333. POFL 2301, Legal Document Processing, and LGLA 2333, Advanced Legal document Preparation, were combined in an on-line class in 2000. Both classes are taught by the same instructor, use the same book, and have the same objectives and syllabi. The Legal Office Support Specialization Certificate is the only program that will be affected by dropping POFL 2301. It was decided to keep LGLA 2333 rather than POFL 2301 because there are more students enrolled and more completers in the paralegal program which uses the LGLA course. The question was asked if both courses are in the certificate and if one is being dropped. It was stated that both courses are not on the certificate. POFL 2301 is being replaced. The question was also asked if students who have had course POFL 2301 will still receive their certificate and not be required to take the other course. It was stated that they will still be able to receive their certificate.

Fine Arts: Applied Graphic Design Technology

The Commercial Photography Specialization is a collaboration between Photography and Applied Graphic Design Technology. The certificate is 55% AGDT and 45% commercial photography. The certificate contains the same technical courses as the degree, the degree includes core courses. PHTC 1311, Fundamentals of Photography/Digital is the course requested to be added to our inventory. In designing a commercial degree plan to fit in Gaye Cooksey's program, a digital electronic new technology foundation course with the same basic aesthetic and design principles attached to it, was needed. The basic difference between this new course and the academic course (ARTS 2356, Photography I) is the change from a wet darkroom to a computer lab. Both courses will still be offered. The request is to establish a commercial certificate and degree plan that uses the Photo I course.

Two academic transfer courses were presented. ARTS 1313, History of Photography/Image Technology, will give students a historic foundation in the technical visual arts. COMM 2305, Photo Editing and Layout, will address the area of photography within publications. These courses will give students more options within the AA degree when having an emphasis in Photography. The question was asked if AGDT students could take this class as well. It was stated that it would be an option, keeping in mind academic transfer courses do not have to be tied to a degree.

It was noted that a correction to the lecture hours for the ARTS 1313, History of Photography/Imaging Technology, needs to be made on the transmittal form. It was also noted that a typo correction needs to be made on the second page of the certificate.

The question was also asked about the availability of a MAC lab. It was stated that currently they share a lab with AGDT but it has filled up. They are in the process of pursuing another MAC lab to accommodate 200 students; however, there is no place to put the lab for now. A lab will be shared with Fine Arts at PRC. The largest enrollment is at SCC. Starting in the fall 2005, we have to be prepared to accommodate our introductory class with this curriculum. We are hoping to have a new lab in place by next fall to accommodate 100 to 150 students.

The question was asked about the difference between the new course (History of Photography/Imaging Technology) and the existing PHTC 1313. It was stated that the existing history photography course was a PHTC course and not a transfer course; therefore, it is being removed from our inventory.

The question was also asked about the enrollment numbers for this course. After the loss of two instructors last year, it was stated that the numbers dropped. There will be mailings in an effort to reach out to the community more. The numbers should go up in the spring.

The motion was made and seconded to terminate POFL 2301. All were in agreement.

The motion was made and seconded to accept the Commercial Photography Specialization AAS and the Commercial Photography Specialization Certificate. All were in agreement.

The motion was made and seconded to accept the three new courses, ARTS 1313, COMM 2305, PHTC 1311. All were in agreement.

The bylaws established at the 9/17/04 CAB meeting were reviewed. These bylaws include: 1) Using former members as alternates, 2) adding a member from the education department, and 3) two divisions will continue to have two representatives because of the nature of the areas within those divisions.

The motion was made and seconded to accept these bylaws. All were in agreement.

Craig updated the board on the developmental reading issue from the previous meeting. Craig emailed Juanita, and she was not opposed to what had been determined. She was going to meet with the appropriate people and discuss their options. She has not reported back.

The minutes from the 8/24/04 CAB meeting were distributed and reviewed.

The motion was made and seconded to approve the minutes. All were in agreement.

The meeting was adjourned.