

**CURRICULUM ADVISORY BOARD
MEETING MINUTES
March 4, 2005**

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

Members Not Present: Kyle Wilkison

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

Presentations:

Leslie gave a brief overview of the DCCCD's transfer forum that she attended. She elaborated on the discussions that took place on the Legislative pushes. She also discussed DCCCD's requirements in comparison to ours for the AAT degree program.

FINE ARTS

COMM 1319 – Photo Editing and Layout – New Course

This course addresses the area of photography within publications. The intent is to address the changing foundation courses.

Q. Is there an overlap of this course and the one that already exists?

A. Somewhat, except that Photo II is an all-traditional course. The overlap would be in some of the conventional light equipments in both classes.

Q. Can you tell us about the prerequisites?

A. ARTS 2356 is still traditional Photo I and is in place as a university transfer class and will continue to be offered.

Q. If you have a prerequisite for a WECM transfer course, would you be able to give students an option to waive that?

A. Yes, we have to bring digital in at some point. It will all be adjusted.

A spelling correction needs to be made under 'objectives and course requirements'.

Math & Natural Science – Revisions

BITC 2386 – Internship - Biology, 2387 – Internship – Biology

The prerequisite statement for both courses is being changed to 'Declared major of Biotechnology and have completed 9 hours of biotechnology courses or permission of department chair.' This is being changed to prevent students without appropriate skills from enrolling and working in a laboratory environment. We had an incident this year where a non-major registered and was a danger to herself and others in the lab.

- Q. How would this prerequisite change have prevented the situation?
 A. She was working with the co-op person and apparently this person wasn't aware that she was not a major.
- Q. Should co-op have greater division oversight?
 A. I do not know and I do not know what the consequences are of non-majors interning in other programs.
- Q. Current prerequisite says "Consent of Department Chair." Is the new prerequisite actually going to fix the problem?
 A. Yes, the students do actually read the pre-requisites.
- Q. When the student finds out he is going to be a co-op student, does he or she have to declare a faculty member they will be working with?
 A. No, because I'm the only biotec one.

It was recommended that the word 'or' be changed to 'and' in the prerequisite statement.

DE – Resubmissions

- ESLC 0305 – The revision is a title, prerequisite, and course description change.
 A typo on second page needs to be corrected.
- ESLC 0310 – The revision is a title change and catalog description change.
- ESLC 0320 – The revision is a title change and expanded course description on page two.
- ESLG 0305 – The revision is a title and prerequisite change.
- ESLG0310 – The revision is a title change.
- ESLG 0315 – The revision is a title change and course content description change.
- ESLR 0305 – The revision is a title, prerequisite, and course description change.
 There is an error on the syllabus that will be corrected.
- ESLR 0310 – The revision is a title, prerequisite, and course description change.
- ESLR 0315 – This is a new course.

- ESLV 0305 – The revision is a prerequisite change. The course description has an error that needs to be corrected.
- ESLW 0305 – The revision is a title, prerequisite, and co-requisite change.
- ESLW 0310 – The revision is a title and co-requisite change.
- ESLW 0315 – The revision is a title change. The course description has also been changed some.

The next CAB meeting was scheduled for Friday, April 15th to introduce the new CAB members and honor the three CAB members rotating off. The meeting will be held at SCC.

The motion was made and seconded to accept the new course COMM 1319 with the condition that the spelling error will be corrected. All were in agreement.

The motion was made and seconded to accept the two Biotec changes to the prerequisites with the condition that 'or' be changed to 'and'.

The motion was made and seconded to accept the revisions to all ESL programs. All were in agreement.

A copy of the by-laws were distributed and discussed in detail. Suggestions were made and definite guidelines were discussed for the by-laws. The by-laws will be finalized and presented at the next CAB meeting.

Kyle Wilkison, Cathy Morgan, and Sirous Malek will be rotating off CAB. These positions will be replaced along with the new education position. The current members will serve through the summer. The first CAB meeting for fall 2005 will be scheduled during faculty development week.

The meeting was adjourned.