Curriculum Advisory Board
September 25, 2020
1:30 pm
Zoom
Approved Meeting Minutes

Voting Members Present
Sean Geraghty – Chair, Jennifer Bergman, Daniel Birdsong, Jillian DeShazo, Kathy Fant, Cynthia Gruver, John "Rusty" Haggard, Tony Howard, Joan Hunsaker, Linda Kapocsi, Kim Lower, Paul Manganelli, Melinda McBee, James Mergerson, Gwen Miller, Barry Piazza, Mark Popowski, Charles Ring, Steven Rizzo, Michael Rose, Donna Smith, Helen Wang

Voting Members Absent
Adrienne Caughfield, Sean Sutherlin

Non-Voting Members Present
Brenda Carter, Gloria Hurtado-Diaz, Candace Hamilton-Meserole, Cameron Neal, Diana Hopes, Karen Murph, Mari Lopez, Lacy Castleman, Anne Reid

Non-Voting Members Absent
Brenden Mesch

Others Present
Todd Fields, De´Aira Holloway, David Liska, Marina Kuryshina, David Malone, Lily Quezada, Jon Hardesty, Karen Stepherson, Yidong Zhang, Michelle Millen, Allison Venuto

Sean called meeting to order

New Curricular Proposals

♦ **Human Resources and Organizational Management – Andrea Szlachtowski / Julia Williams**
- **Program Revisions**
  - AAS - Human Resources and Organizational Management (Title change - formerly Business Management - Human Resources Track)
  - Certificate Level 1 - Human Resources (Title change - formerly Human Resources Management)
- **New Courses**
  - HRPO 1302 Human Resources Training and Development
  - HRPO 1311 Human Relations
  - HRPO 1306 Basic Mediator Training
  - HRPO 1371 Human Resources Intercultural Management
  - HRPO 2305 Human Resources Information Systems
- **Course Revision**
  - HRPO 2303 Employment Practices
- **Discussion and Motion to Recommend**
  - Motion to accept changes to Human Resources and Organizational Management. Seconded. Recommended.
  - One vote abstention.

♦ **Marketing – Gloria Cockerell**
- **Program Revisions**
  - CIP code change - from CIP 52.0212 to CIP 52.1401
  - AAS - Marketing
  - Certificate Level 1 - Sales and Marketing (Title change - formerly Marketing)
  - New: Certificate Level 1 - Digital Marketing
- **New Courses**
  - MRKG 2371 Strategies in Social Media Marketing
  - MRKG 2372 Digital Marketing
  - MRKG 2373 Digital Marketing Analytics

- **Discussion and Motion to Recommend**
  - Discussion of Second Year, First Semester MATH 1332- Contemporary Mathematics, or substituted with MATH 1342- Elementary Statistical Methods. CAB members recommended that the "See Mathematics Options" be left in the Curriculum Outline. (Suggestion: May substitute MATH 1342 or see other Mathematics Options)
    - We are required to accept students who bring in a core Math course and apply it to the core curriculum.
  - Discussed substitution option SOCI 1301 for ECON 1301. CAB members recommended that SOCI 1301 also have "See other options"
    - We are required to accept students who bring in a core SOCI course and apply it to the core curriculum.
  - **Motion to Recommend**
    - Motion to Recommend and seconded: voted to recommend the changes to Marketing pending the language changes to MATH and SOCI requirements.

♦ **Pharmacy Technician – Hatem Aboalam**

- **Program Revisions**
  - AAS - Pharmacy Technician
  - Certificate Level 1 - Pharmacy Technician
  - OSA - Pharmacy Technician
- **New Courses**
  - PHRA 1205 Drug Classification
  - PHRA 1243 Pharmacy Technician Certification Review
  - PHRA 1260 Clinical – Pharmacy Technician/Assistant
  - PHRA 1313 Community Pharmacy Practice
  - PHRA 1347 Pharmaceutical Mathematics II
  - PHRA 1349 Institutional Pharmacy Practice
  - PHRA 1441 Pharmacy Drug Therapy and Treatment
  - PHRA 1445 Compounding Sterile Preparations
- **Course Revision**
  - PHRA 1209 Pharmaceutical Mathematics I (decrease in lecture hours from 2 lecture hours to 1 lecture hour; 2 lab hours added)
- **Discussion**
  - Clinical hours are 4.38. Assuming a 16-week term, requires minimum of 130 hours. Could change to 132 hours or so to make Clinical hours work out to be a whole number. This number needs to be useable in Banner, but also meet accreditation requirements.
- **Motion to Recommend**
  - Motion to accept changes. Seconded. Changes recommended.

♦ **Expedited Proposals**

- Computer-Aided Drafting and Design: Termination of DFTG 2321.
- Emergency Medical Services Professions: Contact hour changes: EMSP 2206 from 80 to 64 and EMSP 2444 from 96 to 112
- Geospatial Information Science (GIS): Two new GIS courses, GISC 2311 and GISC 2359; one course termination, GISC 1301, due to low enrollment
- Real Estate: Add an Elective course requirement; move RELE 1325 and add RELE 1303 as elective options. This will offer more options for completion.
- Motion to accept expedited proposals. Seconded. Proposals recommended.

♦ **Informational Items**

- Computer Networking: Local Need course ITNW 1370 replaced with new WECM course ITNW 1309 to ensure state funding. This change also required the prerequisite for ITNW 2378 to be updated.

♦ **Deans' Liaison Report**

- Met on September 17. Grants office representative wanted to inform everyone that the Innovation Challenge is still functioning and has over $1,000,000 still in budget. Encourage people to apply.
- Develop calendar guidelines. Many events happen around the same time, such as annual performance appraisals, multiyear contracts trying to go into the schedule for the next semester. See if some items can be rescheduled.
- Discussed standardized notes regarding blended/live/synchronized learning/online classes.
- Deans discussed and agreed upon Wintermester schedule.

- **Faculty Council Report – None**

CAB Business

- **Status of CAB Recommendations**
  - All recommendations approved.
- **August 19 Meeting Minutes**
  - Approved, pending addition of attendee names. Karen will add.
- **Other Business**
  - **Sub-committee – Procedures for Prerequisites – Diana Hopes**
    - Brain storming session about Prerequisites. Goal and Objective of the Prerequisite Work Groups.
    - If you would like to join, please contact Diana Hopes or Sean Geraghty.

- **Motion to adjourn meeting. Seconded. Approved.**

- **Next Meeting – October 23**