Maura Stevenson, Curriculum Committee Chair, called the meeting to order at 2:00pm.

**Agenda Item I: Approval of February 4, 2010 Minutes**

R. Betters moved to accept the minutes and R. Young seconded the motion. The minutes passed with non substantive edits.

**Agenda Item II: Deletion of the Banking Management program (213) and its associated courses**

R. Betters moved to accept the motion and M. Trale seconded the motion. Brenda Trettel explained that the Banking Management program has had no graduates from 2005-2009. The program does not get enrollment and there is no student interest. The business discipline faculty feels this program and its courses should be removed from the catalog. B. Trettel also stated that this program is no longer in our catalog but Fran Dice still had it listed as active. This proposal passed.

**Agenda Item III: Delete CHM 214, Nuclear and Radiochemistry**

M. Kennedy moved to accept the motion and C. Onufer seconded the motion. B. Trettel explained that this proposal deletes the CHM 214, Nuclear and Radiochemistry course from the catalog since the course was deleted from the Nuclear Medicine Technology program in April 2009. This proposal passed.
**Agenda Item IV: Change in Business Management program (385.1), Business Transfer program (004), and Business Management certificate (216) and deletion of Human Resources Management (399.1) and Marketing Management (380) programs and the Human Resources Certificate (397.1)**

R. Betters moved to accept the motion and R. Gallegos seconded the motion. B. Trettel spoke to Fran Dice and she recommended the format being presented since this was an issue when it first came before Curriculum in December of 2009. R. Betters found the usage of all the asterisks confusing and expressed students would also find it confusing. Rodger Lindenfelser explained that students were using computer classes and other classes as BUS substitutions, so they felt they needed to have this displayed. M. Kennedy suggested that students be told to choose one class and then list the four classes that fulfill the requirement.

R. Betters questioned the listing of General Electives and then requiring students to take certain courses, since general education electives aren’t specialized. This would also be confusing to students. P. McKenna stressed that the simpler they can make this, the better because if it is confusing to our committee members, it will be confusing to others such as advisors, counselors and students. The arrangement of asterisks was addressed and presented in a simpler manner for all to understand.

In the **Business Transfer (004)** proposal R. Betters suggested that we list the accepted math elective, but Roger Lindenfelser stated that the discipline wanted to be consistent with accounting, so he would need to speak to faculty about this change. P. McKenna stated that they should specify MAT108 and Business Calculus, so that students are advised correctly. R. Lindenfelser will consult with faculty about this 4th semester change.

In the **Business Management (216)** proposal Brenda Trettel explained that this will allow students more options with less need for substitutions and will make them more ready for the business world by using the program to help guide students into more specific career paths. It was explained that Principles of Finance was a required course but now with more specialization, it would no longer be a required course for all students.

In the **Program Deletions** proposal Brenda Trettel explained that these programs are now covered in the new tracks being offered by the Business Dept.

C. Onufer moved to table the motion and P. McKenna seconded the motion. It was unanimous to table this proposal so that issues presented could be discussed with discipline faculty members.

**Agenda Item V: Revisions to Tourism Management (423.2)**

M. Kennedy moved to accept the motion and R. Betters seconded the motion. Joanne Hunter explained that this program has been in flux, first by the economy, then by terrorism and then by the economy again. The advisory board suggested that more education would be helpful, so the faculty is making this program more academically
The discipline and the advisory board are proposing the following changes: update syllabi TRV 101, TRV102, TRV 103, TRV 104 and TRV 224 and delete TRV 201, TRV 202, TRV 203, TRV 210, TRV 213, TRV 250 and TRV 280 - all courses that haven’t run due to low enrollment. These deleted courses will be replaced by courses that are more transferable and recommended by the discipline and Advisory Board. M. Kennedy inquired if we have co-op locations since students are required to do one and Joanne Hunter stated that it is the student’s responsibility to set up his/her co-op. This proposal passed with non substantive edits.

**Agenda Item VI: MAT Course changes**

P. McKenna moved to accept the motion and M. Kennedy seconded the motion. Charles Poetain explained that some time ago Differential Equations and Linear Algebra were two separate courses, but then some institutions decided that engineering students were having to take too many mathematic courses, so Mathematics faculty consolidated these two courses into one course. It is now the trend that institutions are once again offering these as two separate courses and that is what is being proposed; by offering two separate courses, transferability will be greatly improved for CCAC students. Ray Weaver expressed concern that a student would now be required to take both courses, but Charles Poetain stated that students can take one or the other or both. This proposal passed with non substantive edits.

**Agenda Item VII: Electrical Construction (JATC/IBEW) Technology Proposal**

R. Betters moved to accept the motion and R. Gallegos seconded the motion. Gretchen Mullin-Sawicki explained that they made all the learning outcomes measurable because the syllabi hadn’t been updated since 2000. She also told us these students must have 10,000 hours of on- the- job training to successfully complete the program. The committee members learned what a virgule is from M. Trale. This passed with non substantive edits.

**Agenda Item VIII: Medical Laboratory Assistant Program (#571) Course Revisions**

M. Kennedy moved to accept the motion and P. McKenna seconded the motion. Jane Coughanour explained that revisions were made to the course descriptions of MLA101 (Laboratory Specimen Processing) and MLA102 (Medical Laboratory Assistant Externship) so that the descriptions were easier to understand. The discipline also added course learning outcomes incorporating Bloom’s Taxonomy to these two courses. M. Kennedy inquired why both ENG 100 and ENG 101 are listed as prerequisites and Judy Savolskis stated that at times students were confused by what course was required, so this help to clarify the issue for students. This proposal passed with non substantive edits.

**Agenda Item IX: Medical Laboratory Technician Program (#525) and Course Revisions**

R. Betters moved to accept the motion and M. Trale seconded the motion. Jane Coughanour explained that the Medical Laboratory Technician Program (MLT) course requirements and program description are being revised based upon recommendations by the program accrediting agency (NAACLS) and to incorporate program learning
objectives and course learning outcomes. Jane Coughanour explained that NAACLS no longer recommends students to take an entire course in bio-organic chemistry (CHM 120) since the basic concepts as they relate to clinical chemistry lab tests can be added to MLT161, which will now become a 4 credit course instead of 3. Rick Allison reiterated that MLT161 will only teach the bio-organic chemistry material needed for this program. J. Coughanour explained that students going on for a Medical Technologist (4 year degree) would be required to take a bio-organic chemistry course. M. Kennedy inquired if we have more students qualified to enter this program than seats available and J. Coughanour stated that this isn’t an issue at this time. P. McKenna inquired if they would accept CHM110 and 111 in lieu of CHM109 and J. Coughanour stated that this substitution is acceptable, so this information will be added to the documentation. This proposal passed with non substantive edits.

**Agenda Item X: Pharmacy Technician Degree Program (#518.1) and Pharmacy Technician Certificate Program (#418.1) and Course Revisions**

R. Young moved to accept the motion and C. Onufer seconded the motion. Jane Coughanour explained that the program description is being revised to include program learning objectives and course descriptions are also being updated to include measurable learning outcomes. She also stated that PHT200 is being deleted because it hasn’t been a requirement or an elective in the Pharmacy Technician Degree or the Certificate in several years but was still listed in the College Catalog though it hadn’t been offered in years. M. Kennedy stated that they needed to add the accrediting agency information to the program description, which they agreed to do. M. Stevenson asked why the objectives are the same for the AS degree and certificate program and J. Coughanour explained that in Pennsylvania both AS degree and certificate students are hired for the same job. J. Coughanour added that some hospitals prefer degree students over certificate students. Rick Allison wanted to thank Jane Coughanour for all her help on these revisions of programs and courses. This proposal passed with non substantive edits.

P. McKenna moved to adjourn and R. Gallegos seconded the motion. The meeting adjourned at 6:10 pm.

Respectfully submitted by,

Rita Gallegos
Secretary for Curriculum Committee