

# Curriculum Development Committee Meeting Minutes

09/13/12

NOON

COCOA, BLDG. 20-104

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| MEETING CALLED BY | Laura Earle  |
| TYPE OF MEETING   | General  |
| FACILITATOR       | Laura Earle  |
| NOTE TAKER        | Laura Earle & Jill Simser  |
| TIMEKEEPER        | Jill Simser  |
| ATTENDEES         | Laura Earle, Jill Simser, Stephanie Burnette, Bev Slaughter, Sue Campbell, Jayne Gorham, Christine McMurtrie, Cherylan Bacheller, David Bradford, Kris Hardy, Rosemary Stetson, Linda Medema (guest), Barbara Kennedy (guest), David Simmons (guest), Cher Woolley (guest) |

## Agenda topics

OLD BUSINESS

[PRESENTER]

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| DISCUSSION | <p>a. WIDS to Web update – An open lab is scheduled for Thursday, Oct. 4, from 2-4. In October and November, two WIDS hands-on trainings will be held.</p> <p>b. Program skeletons - Submitting a “program skeleton” for new programs was unanimously approved by the CDC. The skeleton should include:<br/>         Signature Page<br/>         Request for Action form<br/>         Program of Study check sheet<br/>         COPS form for each new course – including a course description<br/>         Catalog page<br/>         COS and Lab Fee forms must be generated and approved prior to the courses being offered.<br/>         Motioned by Sue Campbell, seconded by Rosemary Stetson. ACTION: approved.</p> <p>c. Instruction Manual Changes –Add Revision date, Reviser and State Frameworks link. Change Curriculum Review Calendar and add the following cluster approval dates:<br/>         Oct. 1<br/>         Oct 28<br/>         Jan 1<br/>         Feb 4</p> <p>d. Curriculum Review</p> <p style="padding-left: 20px;">i. Medical Assistant PSAV Program</p> <ol style="list-style-type: none"> <li>1. MEA 0801 – Minor edits in Learning Objectives</li> <li>2. MEAC 0204 - Minor edits in LOs, added hours after the word, “Lab.” Ex:</li> <li>3. MEAC 0254 – Description edited in COS to match COPS, minor edits in LOs</li> <li>4. MEAC 0334 - Description edited in COS to match COPS, minor edits in LOs</li> </ol> <p style="padding-left: 40px;">Motioned by Christine McMurtrie, seconded David Bradford. ACTION: courses approved.</p> <p style="padding-left: 20px;">ii. Surgical Technology PSAV Program</p> <ol style="list-style-type: none"> <li>1. STS 0003</li> <li>2. STS 0121</li> <li>3. STSL 0256</li> <li>4. STS 0004</li> <li>5. STSC 0155</li> <li>6. STSL 0257</li> <li>7. STS 0120</li> <li>8. STSL 0255</li> </ol> <p style="padding-left: 40px;">ACTION: Informational items only. Packets sent to AAC. There were changes in hours and in the Program of Study.</p> <ul style="list-style-type: none"> <li>• Increased clock hours for BSCC 1084 by 32 hours. Clock hours will change from 64 to 96. BSCC 1084 should have always been 96 clock hours.</li> <li>• Increasing clock hours for STS0003 and STSC 0155 by 16 hours each. STS 0003 will be changed from 210 to 226 hours, and STSC 0155 will be changed</li> </ul> |
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|  | <p>from 240 to 256 hours. The hours increase will keep the program at the allotted 1330 clock hours.</p> <ul style="list-style-type: none"> <li>• Deletion of HSC 1000 from the prerequisites for STS 0003 and STSC 0155. Class is being removed because it puts the program over the allotted 1330 contact hours.</li> </ul> <p>iii. Sociology courses</p> <ol style="list-style-type: none"> <li>1. SOW 2054 – On COS 6D – added “Perform 32 hours of volunteer/Service” Learning</li> <li>2. SOW 1051 – Minor edits</li> <li>3. SOW 1052</li> <li>4. SOW 1053</li> <li>5. SYG 2340</li> <li>6. SYG 2010H – Minor edits to RFA form. Removed “hybridized” sentence in course description. Minor edits in LOs.</li> </ol> <p>ACTION: Packets approved pending minor edits.</p> |
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NEW BUSINESS

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| DISCUSSION | <p>a. Curriculum Review – ACTION: Course packets were assigned to CDC members for review.</p> <ol style="list-style-type: none"> <li>i. American History       <ol style="list-style-type: none"> <li>1. AMH 2020</li> <li>2. AMH 2010</li> </ol> <p>ACTION: Both course reviews tabled until next meeting.</p> </li> <li>ii. Engineering Technology AS       <ol style="list-style-type: none"> <li>1. EETC 1025</li> <li>2. EETC 1141</li> <li>3. ETSC 1240</li> </ol> <p>David Bradford and Laura Earle to review.</p> </li> <li>iii. Networking Services Technology AS       <ol style="list-style-type: none"> <li>1. CETC 1172</li> <li>2. CTSC 1651</li> </ol> <p>Laura Earle and Jill Simser to review.</p> </li> <li>iv. Public Safety Telecommunication       <ol style="list-style-type: none"> <li>1. EMS 0002</li> </ol> <p>Laura Earle to review.</p> </li> <li>v. Correctional to LE FL CMS Code LECR       <ol style="list-style-type: none"> <li>1. CJK 0290</li> <li>2. CJK 0294</li> <li>3. CJKC 0392</li> <li>4. CJK 0291</li> <li>5. CJK 0393</li> <li>6. CJK 0292</li> <li>7. CJKC 0295</li> </ol> <p>Jill Simser to review.</p> </li> <li>vi. CO LE Officer to Traditional Correctional Code CRLE       <ol style="list-style-type: none"> <li>1. CJK 0350</li> <li>2. CJK 0353</li> <li>3. CJK 0351</li> </ol> <p>Rosemary Stetson to review.</p> <ol style="list-style-type: none"> <li>4. CJK 0354</li> <li>5. CJK 0352</li> </ol> <p>Tina McMurtrie to review.</p> </li> </ol> |
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vii. CO Correctional Probation Officer to Traditional

1. CJK 0287
2. CJK 0391  
Jayne Gorham to review.

viii. CO Correctional Probation to LE code LECP

3. CJKC 0227  
Tina McMurtrie to review.

ix. Correctional Officer FL CMS

1. CJK 0300
2. CJK 0315
3. CJK 0330
4. CJK 0305  
Sue Campbell to review

5. CJK 0320
6. CJK 0335
7. CJK 0310
8. CJK 0325
9. CJK 0340  
Laura Earle to review.

Next meeting: Thursday, Oct. 11 from noon – 5 PM, Cocoa 20-104