

MINUTES

CURRICULUM AND INSTRUCTION COMMITTEE

January 27, 2016

Copy to:

Kirk Stephens, Chairperson

Linda Aiken

Delphia Birchfield

Thom Brooks, ex-officio

William Brothers

Betsy Clayton, recorder

Cheryl Contino-Conner

Cheryl Davids

Johnathan Dean

Mark Ellison

Bethany Emory

Mitch Fischer

Sandra Gladden

Clyanne Hyde

Melody Lawrence

Diane Page

Barbara Putman

Hilary Seagle

Cyndi Slocumb

Debbie Smith

Paul Wolf

cc:

Amanda Allen

Claudia Buchanan

Jelane Douglas

Polly Russell

Jody Woodring



Committee: Curriculum & Instruction

Date: January 27, 2016

Time: 2:00 PM

Place: Burrell 102D

Members Attending: Linda Aiken, Thom Brooks, William Brothers, Cheryl Davids, Johnathan Dean, Mark Ellison, Bethany Emory, Mitch Fischer, Clyanne Hyde, Melody Lawrence, Diane Page, Barb Putman, Cyndi Slocumb, Debbie Smith, and Kirk Stephens-Chair

I. Call to Order – Kirk Stephens called the meeting to order at 2:00 PM.

A. Approval of Minutes

Betsy clarified the December minute revisions.

1. A list of prerequisites from Scott Cline were included in the packet of information in December but was not included in the minutes.
2. A clarification to the Nursing LPN to RN for Nursing AAS was called to Betsy's attention after the minutes went out. The changes brought by Mitch were not what Barbara Connell intended. The intended proposal was:
 - a) Move choice of NUR 214 (Nursing Transition) or NUR 215 (Paramedic Bridge) to spring 1
 - b) Add NUR 113 Family Health Concepts to summer
 - c) Move NUR 213 Complex Health Concepts to spring 2
 - d) Keep NUR 211 and NUR 212 in Fall 1

Kirk asked the committee if there were any comments regarding these changes. There was no discussion.

William Brothers motioned to accept the minutes with the mentioned revisions. Cheryl Davids seconded the motion. The motion passed and the revised minutes will be on the website.

II. Open Issues

A. Health Sciences, Mitch Fischer

1. **Occupational Therapy Assistant – AAS**
 - a) This program was originally included on the agenda, but Mitch asked to remove it during his presentation. He does not want to make any changes to this program.
2. **Medical Laboratory Technology – AAS, Fall 2016**
 - a) Move: MLT 111 to FA 1
 - b) Move: MLT 116 to SP 2
 - c) Move: MLT 118 to FA 1

- d) Move; MLT 130 to SP 1
 - e) Move: PSY 150 to SU 1
 - f) Add: MLT 126 to SP 1
 - g) Add: MLT 127 to FA 2
 - h) Add: MLT 230 to FA 2
 - i) Delete: MLT 125
 - j) SHC increase from 69 to 72
- 3. Human Services Technology – AAS, Fall 2016**
- a) Move: SAB 137 to FA 1
 - b) Move: HEA 110 to SP 2
 - c) Add: HSE 220 to SP 2
 - d) Add: Choose one of the following: GRO 120 or HSE 227
 - e) Delete: CIS 111, HSE 242, SAB 210
 - f) SHC decreases from 74 to 72
- 4. Human Services Technology, Substance Abuse – AAS, Fall 2016**
- a) Move: SAB 137 to FA 1
 - b) Move: Choose PSY 241 or PSY 281 to FA 2
 - c) Add: SAB 250 to SP 2
 - d) Add: Choose one of the following: GRO 120 or HSE 227
 - e) Delete: CIS 111, HSE 242
 - f) SHC stays the same
- 5. Informational Item:** Employers are not hiring our Radiography graduates without the CT certification. The college offered CT/MRI certificate in 2014 but have since tabled that locally because of enrollment. Will bring that back to a local active status for RAD graduates to take after graduation with the caveat that it has a minimum of 8 students. Will try 8 week classes. This is a gainful employment certificate.

The committee discussed the increase of credit hours and how the College as a whole has been trying to keep those credit hours lower. There was also discussion about the removal of CIS 111 and the option of having students take the placement test for computer literacy.

William Brothers motioned to accept the proposed changes. Bethany Emory seconded. The motion passed.

III. **Other Business**

A. Off Campus Instructional Sites – Thom Brooks

Thom brought to the committee that the College would like to submit three (3) prospectuses to SACSCOC seeking approval for three (3) off campus instructional sites including Swain Business Education Center, which houses the Mechatronics program; Swain High School, which houses the Carpentry certificate; and Franklin High School, which houses the Automotive certificate. As an oversight duty, the C & I Committee approves/acknowledges the off campus instructional sites.

To be designated as an off campus instructional site, the site must provide instruction of 50% or more of a program of study. Thom reviewed faculty qualifications, equipment and an adequate facilities, access to student support services and library support that each of these sites will have. Those sites have following the same college budgeting process which includes support, supplies, equipment and faculty salaries to those sites. Thom also reviewed how those site are part of the college's annual program planning and review processes.

Swain Center was approved as an Off Campus Instructional Site in 2005. Macon Campus is designated a branch, not an off campus instructional site.

Diane Page motioned to accept the three (3) sites as Off Campus Instructional Sites. Cheryl Davids seconded. The motion passed.

IV. **Adjournment** – This is the last meeting of the academic year unless an emergency situation comes up. Kirk thanked the committee for their work and he adjourned at 2:36 PM.

Recorded by:

Betsy Clayton

Date: 1/27/16

Chairperson:



Kirk Stephens

Date: 1/27/16