CAAC Minutes: 2018: 11-27

CAAC Minutes: Nov. 27, 2018

Members Present:
Paul Allen; Doylean Sprauve; Keith Coleman; Vicki Hart; Charles Thomas; Karen Guthmiller; Bill Gammel; Stewart Edwards; David Sholmire; Veronique Tran; Charlotte Mueller; Paul Arrigo; Sarah Tidwell; Rosemary Coffman; Onimi Wilcox; Layton Childress; Joe Ganakos; Ingrid Wallace and Rod Hellyer.

Members Not Present:
Howard Bushart and Andy Miller.

1. Approval of Minutes:
   1. October 2018
   Mike Gos brought up that there was a miscommunication which Joe Ganakos will compile a Memo to clarify the issue. The work flow that was delivered to SACS when we obtained our accreditation showed that there would be no administrative block between the originator, the division and CAAC. In Dr. Tran's comments she stated that it would go to the Dean prior to going to CAAC. This will be resolved, but what was submitted to SACS does reflect that CAAC is ultimately that faculty led process that then bumps up the chain of command.
   Minutes unanimously approved.
2. Informational Items
   1. VP of Instruction: Veronique Tran
   Related to the February meeting in Pathways, one thing that work was started on but needs to get a lock in on is the selection of a default math for the different certificates and degrees. Dr. Tran will be sending out some resources and information. Faculty is to work on selecting the default math selections using the various resources which includes our transfer institutions what math they except. If it requires a catalog change, they need to be submitted in the February meeting so that they can become effective in the Fall 2019 Catalog.
   2. Deans:
   Onimi Wilcox
   Nothing to share
   Layton Childress
   Nothing to share
   3. Registrar: Scott Bennett
   Graduation, if you plan to attend, please RSVP.
   4. Academic Integrity Taskforce: Paul Arrigo
   Nothing to share
3. Old Business
   None
4. New Business
   a. Cynthia Lewis
      i. New Course: POFI 2301 (1286)
      ii. New Course: POFT 1291 (1287)
      iii. New Course: POFT 1220 (1288)
      iv. New Course: POFT 1392 (1289)

     v. New Course: POFT 1328 (1290)
    vi. New Course: POFI 2350 (1291)
   vii. New Course: POFI 1391 (1292)
  viii. New Course: POFT 1300 (1293)
New Course being added to the curriculum because of Guided Pathways.
(1286 – 1293) being treated as a single vote.
Karen Guthmiller motioned to pass; Paul Arrigo seconded.
Motion passes unanimously.
    ix. Change/Update Degree/Certificate Plan: Administrative Technology I Cert. (1294)
(1294) and (1207 – 1299) 3 Certificates and Degree including the New Courses added. (1294) and (1297 – 1299) being treated as a single vote.
Stewart Edwards motioned to pass; Keith Coleman seconded.
Motion passes unanimously.
     x. Change/Update Course Requisite: POFT 2203 (1295)
    xi. Change/Update Course Requisite: POFT 2331 (1296)
Change in Pre Req numbers.
Keith Coleman motioned to pass; Charles Thomas seconded.
Motion passes unanimously.
   xii. Change/Update Degree/Certificate Plan: Administrative Technology II Cert. (1297) xiii.
  xiii. Change/Update Degree/Certificate Plan: Administrative Technology III Cert. (1298) xiv.
  xiv. Change/Update Degree/Certificate Plan: Administrative Technology (1299)

b. Donna Zuniga
     i. Discontinue Course: CVOP 2201 (1300)
Items (1300); (1310) and (1311) to be voted on as one item
Paul Arrigo motioned to pass; Charles Thomas seconded.
Motion passes unanimously.
    ii. Change/Update SCH: CHEF 1413 (1306)
Items (1306); (1307); (1308) and (1309) are all results of ACGM/WECM mandated changes will be voted on as one item.
Sarah Tidwell motioned to pass; Keith Coleman seconded.
Motion passes unanimously.
   iii. Change/Update SCH: CHEF 1413 (1307)
   iv. Change/Update SCH: CHEF 1413 (1308)
    v. Change/Update SCH: CHEF 2331 (1309)
   vi. Change/Update SCH: CVOP 1205 (1310)
   vii. Change/Update SCH: CVOP 1201 (1311)
  viii. Change/Update Degree/Certificate Plan: Business-Marketing Certificate (1312)
Remove PSYC 2301 or IMED 2315; remove IMED 2309. Add Social/ Behavioral Science-3sch.
Paul Arrigo motioned to table (1312); Charles Thomas seconded.
Motion to Table passes unanimously.

c. David Jaroszewski
     i. Discontinue Degree/Certificate: Law Enforcement (1301)
    ii. Discontinue Degree/Certificate: Law Enforcement Cert. I (1302)
THECB mandate on low producing programs. (1301 & 1302)

Paul Arrigo motioned to approve; Keith Coleman seconded.
Passes unanimously.

iii. Change/Update Degree/Certificate Plan: Paralegal Studies (1303)
iv. New Degree/Certificate: Legal Assistance Certificate (1304)
   Certificate is called: Legal Support Staff Certificate
v. New Degree/Certificate: Basic Business Skills Certificate (1305)
vi. New Course: ACNT 2189 (1313)
vii. New Course: ACNT 2189 (1313)
viii. Change/Update Degree/Certificate Plan: Accounting Technology (1314)
ix. Change/Update Degree/Certificate Plan: Management (1316)
x. Change/Update Degree/Certificate Plan: Cosmetology Instructor (1321)
xi. Change/Update Degree/Certificate Title: Cosmetology Instructor (1322)
   (1303, 1304, 1305, 1313, 1314, 1316, 1321, 1322, and 1342 are all results of ACGM/WECM mandated changes. All these will be voted on together.)
   Keith Coleman motioned to approve; Stewart Edwards seconded.
   Motion passes unanimously.
xii. Miscellaneous: Add BCIS 1305 to Core (1327)
   In order to add to the Core CAAC approval is the College level approval but to add to the Core the Coordinating Board must approve. The Coordinating Board allows one time submission per year. The College can choose when the submission date is. Dr. Tran's recommendation is that Lee College aim for March 1st as the submission deadline. It takes the Coordinating Board a month to review and get back to the College. Therefore the changes can be added before fall registration. Dr. Tran has put together a check list of all the things the Coordinating Board looks for when approving to add to the Core. All documents need to be prepared for a February submission to CAAC. Then Dr. Tran will submit to the Coordinating Board for the March 1st deadline.
   Karen Guthmiller motioned to table (1327); Vicki Hart seconded the motion to table.
   Motion to Table passes unanimously.
xiii. Change/Update Degree/Certificate Plan: Logistics & Supply Chain Tech. (1342)
   ix. Change/Update Degree/Certificate Plan: Computer Information Systems (1325)
   Adjust the BCIS 1305 Lec/Lab Hrs**
   2 Lec/4 Lab
   Paul Arrigo motioned to pass; Charles Thomas seconded.
   Motion passed unanimously.

d. Charles Thomas
   i. Change/Update Degree/Certificate Plan: Process Technology (1315)
      Stewart Edwards motioned to pass; Paul Arrigo seconded.
      Motion passes unanimously.
   ii. Change/Update Degree/Certificate Plan: Process Technology Cert. (1317)
      Level 2 Certificate;
      Paul Arrigo motioned to pass; Bill Gammel seconded.
      Motion passes unanimously.
   iii. Change/Update Degree/Certificate Plan: Manufacturing Engineering (1318)
      Pre Req not listed in the degree plan. SCIT 1314;

Keith Coleman motioned to pass; Karen Guthmiller seconded.
Motion passes unanimously.

    iv. Change/Update Degree/Certificate Plan: Safety Management Technology (1319)
Replace SCIT 1314 Applied Chemistry with SCIT 1418 Applied Physics.
Removing KINE 1100-1164 1 SCH to get down to 60 SCH in the Safety degree plan.
Karen Guthmiller motioned to pass; Paul Arrigo seconded.
Motion passes unanimously.

    v. Change/Update Degree/Certificate Plan: Safety Management Tech. Cert. (1320)
New Safety Certificate – Level 1
Karen Guthmiller motioned to pass; Charlotte Mueller seconded.
Motion passes unanimously.

e. Graeme Cox
    i. New Course: KINE 1105 (1323)
A course designed to strengthen the body for the rigors of working in industrial environments.
Charles Thomas motioned to pass; Stewart Edwards seconded.
Motion passes unanimously.

    ii. Change/Update Degree/Certificate Plan: Kinesiology (1324)
Adding course to the degree and recommending a change to meet the core requirements.
Keith Coleman motioned to pass; Stewart Edwards seconded.
Motion passes unanimously.

f. Jim Dobberstine
    i. New Course: BIOL 2406 (1343)
Keith Coleman motioned to pass; Karen Guthmiller seconded.
Motion passes unanimously.

g. Marissa Moreno
    i. Miscellaneous: Update to Instructor Drop Policy in Catalog (1344)
Discussed during Cabinet; Update to Instructor Drops Tabled

5. Open Forum

Note: ( ) indicates the number of the item in the Curriculum Maintenance System.

 FIND A CAREER
My Next Move