Curriculum Committee  
May 8, 2006

Minutes

Meeting called to order by Dr. Latitia McCane.

- OAD Curriculum recommendations (Linda Miller)
  - OAD100 name change to Introduction to Keyboarding.
  - OAD110 name change to Computer Navigation.
  - OAD128 or BUS150 – delete OAD128 from curriculum and have BUS150 only.
  - Change the curriculum from OAD232 to OAD246 Office Graphics and Presentations.
  - OAD Word Processing Option – change OAD232 to OAD246 and delete the choice of OAD246 or CIS146.
  - OAD137 name change to Computerized Financial Record Keeping
  - OAD Executive Secretary Option – change OAD247 Special Projects to BUS248 Managerial Accounting.

Recommendations for changes to the OAD curriculum were accepted by committee.

- EMS/EMT Program recommendations (Dr. Tara Daniel – Chair, Linda Miller, Lavon Smith)
  - Comments from Ann Mantel were that the program should remain the same. There will probably never be a need for a full program, due to the fact that most of the students are from volunteer fire departments. EMS does not have a budget and is paid by Fed Voc.

Recommendation for the EMS/EMT program were approved with recommendations made by Ann Mantel, Division Chair for Allied Health and Physical Education.

- Cabinetmaking Program recommendations (Maureen Morgan – Chair, Mary Beth Lancaster)
  - Update printer in Arbo Bradley’s office.
  - Enclose the paint room and install an exhaust system.
  - Purchase a heater for the paint room.
  - Develop the program’s web page to reflect the program’s description as listed in the JDCC catalog.
  - Continue to develop strategies to increase the reading and writing skills of students.
  - Develop a plan and timeline for expanding square footage of lab.
Recommendation for the Cabinetmaking program was accepted by the committee. (Typo’s will be corrected by committee before submission to the Dean)

- General Education Recommendations (Vanessa Kyles - Chair, Dr. Latitia McCane, Jeffrey Faust)
  - Vanessa stated that the ACS website is not correct. Kathleen Hall said she has notified them. We are to use what is on the standard course syllabi.
  - Professional development for adjunct faculty.
  - The subcommittee found that some of the full-time faculty and adjuncts do not have 18 hours in the discipline they teach. Kathleen asked that the committee give her a list of the adjunct not having 18 hours.
  - Self assessment was discussed. The committee agreed that we should look at what has been done in the past and what is being doing now to see if it is what is needed. Look at each instructor per semester, i.e., Art may want to use both self assessment and student evaluation.

All three areas will need to be reviewed; therefore no recommendation will be made. The subcommittee will review again in the fall and resubmit their recommendations.

- Drafting and Design Program Recommendations (Allen Gainer – Chair, Lisa Pace- Hardy)
  - Reacquire certification from ADDA.
  - Update program information on College’s website

Recommendations for DDT Program were approved by the committee. Bob Welling will get a list of course changes to Dr. McCane.

- Small Engine Repair Program Recommendations (Ernest Marvin – Chair, James Smith, Doug Barnes, Cornelia Miller)
  - Continue program without modification.

Recommendation for SER Program was accepted by the committee.

Dean Kathleen Hall asked that all forms be sent to her office electronically so that it can be placed on the College’s website for SACS to view. These include guideline checklist, subcommittee reports, and narratives. Therefore, Dr. McCane asked that all subcommittee chairs email their report to her.

Meeting adjourned.