

CURRICULUM COMMITTEE  
MINUTES

ECC, Room 181, 2:30 to 4:30

Wednesday, October 3, 2018

IN ATTENDANCE: Cassondra Caesar (Counseling), Kathy Campbell (Healthcare Careers), Michelle Fischthal (Vice President, Instruction), Richard Gholson-Committee Chair (BIT), David Holden (Basic Skills/High School), Joan McKenna (Hospitality/Consumer Science), Pat Mosteller (Emeritus), Desiree Payne (Curriculum Analyst), Bob Pyle (CTE), Rachel Rose (Parent Education), Nonna Sadoudi (ESL)

ABSENT: John Bromma (DSPS), Lisa Carulli (Counseling)

GUEST: Marne Foster (CE Faculty)

RECORDER: Desiree Payne

1. CALL TO ORDER

A. September 5, 2018, Meeting Minutes

First: Rachel Rose; Second: Pat Mosteller

Approved

B. October 3, 2018, Meeting Agenda

Motion to approve the agenda

First: Kathy Campbell; Second: Bob Pyle

Approved

2. OLD BUSINESS

No items

3. NEW BUSINESS

A. Curriculum Review Process for Committee Members

Richard Gholson presented the current Curriculum Committee Checklist for Course Approval.

Revisions to the document were discussed. Gholson presented the proposed updates from the Instructional Services office. Addition of new review item to ensure discussion has occurred with colleges was discussed. Discussion continued.

B. Labor Market Information (LMI)

Desiree Payne reviewed the LMI form required for career technical educational (CTE) programs. Employment Development Department (EDD) LMI webpage and labor market justification was discussed.

4. COURSE ACTIONS

A. New Course Approval Requests

1) HLTH 612 Medical Terminology

2) HLTH 613 Health Unit Coordinator Basics

*Refer to agenda items 4.D.1. for discussion and approval.*

B. Course Revision Approval Request

1) HEAL 525 Health Education for OA

Motion to approve revision of HEAL 525

First: Kathy Campbell; Second: David Holden

Approved

- 2) PASV 505 Body Dynamics/Aging Process  
Motion to approved revision of PASV 505  
First: Joan McKenna; Second: Cassondra Caesar  
Approved

C. Course Deactivation Approval Request

- 1) OFSY 551 Medical Terminology  
Motion to approve deactivation of OFSY 551  
First: Kathy Campbell; Second: Nonna Sadoudi  
Approved

D. New Program Approval Request

- 1) Health Unit Coordinator Program  
LMI was discussed.  
Motion to approve HLTH 612, HLTH 613, and Health Unit Coordinator Program  
First: Pat Mosteller; Second: David Holden  
Approved

E. Program Revision Approval Request

- 1) Medical Office Assistant Program  
Motion to approve Medical Office Assistant Program revision  
First: Pat Mosteller; Second: Bob Pyle  
Approved

F. Program Deactivation Approval Request

No items

G. Distance Education (DE) Addendum Summary

- 1) HEAL 525 (Revision)
  - 2) HLTH 612 (New)
  - 3) HLTH 613 (New)
  - 4) PASV 505 (Revision)
- Committee reviewed the DE addendum summary.  
Motion to approve DE approval requests  
First: Rachel Rose; Second: Cassondra Caesar  
Approved

5. INFORMATION ITEMS/STANDING REPORTS

A. Curriculum Instructional Council (CIC) Report

Gholson reported on the Board of Governors changes to Title 5 distance education. Gholson reported the Fashion curriculum was pulled to ensure discussion had occurred with Mesa faculty.

6. ROUNDTABLE/COMMENTS/ANNOUNCEMENTS

A. Rachel Rose reported new child development curriculum for school age workers is in the development process. Rose noted the department is working with industry leaders. Rose advised a meeting with all three colleges needs to occur.