

**Wayne Community College  
Curriculum Committee Meeting  
January 13, 2003  
Minutes**

The Curriculum Committee met on January 13, 2003 at 2 p.m. in the WLC Seminar Room.

Present for this meeting were: Cindy Archie, Ron Prince, Ray Burrell, Yvonne Robbins, Sharon Price, Paul Compton, Ron Taylor, Yvonne Goodman, Susan Sasser, Hal Kilpatrick, and Kay Albertson. Leasa Holmes took the minutes.

In the absence of Dr. Dan Krautheim, committee chairperson, this meeting was called to order by Dr. Kay Albertson and the following items were discussed:

Dr. Albertson indicated that the Curriculum Committee is a standing committee under the College Council and the Voting members are:

- Arts and Sciences Division (Marie Barnes, Hal Kilpatrick, Ralph Benedetto);
- Business/Computer Technologies / Ag Nat Resources (Martha Herndon, Faye Best);
- Applied Technologies Division (Paul Compton);
- Allied Health (Sue Beamon, Sherry Granberry);
- VP of Academic Affairs / Student Services (Dan Krautheim)
- Director of Admissions and Records (Susan Sasser or designee);
- College Transfer Counselor (Sharon Price);
- Representative from College Council (Vicky Lassiter)

Non Voting Members are:

- Associate Vice Presidents of Academic Affairs and Student Services (Yvonne Goodman and Kay Albertson);
- Division Heads (Cindy Archie, Ron Taylor, Ray Burrell, Ron Prince)
- Department of Library Services (Dot Elledge)
- Distance Education Coordinator (Michelle Turnage)
- Director of Planning & Research (Bill Thompson)
- Director of Cooperative Education and Job Placement (Anne Millington)

It was agreed that the Curriculum Committee would remain as a standing committee under the College Council for the present.

It was also stated that individuals for this standing committee should be selected before the next meeting on February 3, 2003 and other changes in curriculum should be submitted to Yvonne Robbins by January 27, 2003.

Other items that should be submitted to Yvonne Robbins by mid-February include the Summer

Schedule information and any catalog changes. Changes made to the catalog need to be made on a hard copy with red ink.

It was discussed that curriculum changes need to be better communicated throughout the campus. To keep the campus up-to-date, it was suggested that curriculum committee minutes be distributed via Groupwise to all faculty/staff.

There was some discussion on the status of Pre-majors. Pre-majors will be placed as an agenda item for the next Administrative Council meeting. Discussion centered on the discontinuance of most pre-majors.

Dr. Cindy Archie presented a new diploma program in Surgical Technology for committee approval (See Attachment). This program will be offered through a collaborative agreement with Wayne Community College and Lenoir Community College. Dr. Archie stated that this curriculum prepares students to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team. The course requirements were reviewed and changes recommended. WCC anticipates having 8 students to register in the program and LCC will have 20. Certain courses will be taken at LCC and the clinical portion will be completed through rotation at Wayne Memorial Hospital and another location to be determined. FTE will be shared between WCC and LCC. Students will go through LCC for Financial Aid information. The program coordinator will be Cindy Archie and a part-time clinical nurse will be hired to give practicals. Dr. Archie indicated that she will prepare a draft of guidelines for placement test and chemistry requirements. The program will begin Fall Semester 2003. Application into the program will be accepted beginning March 1, 2003 through May 2003. At the end of the program, a diploma will be awarded to the student through LCC. The Agreement will go before the Board of Trustees for their approval at the next Board meeting.

**The recommendation to implement the new diploma program in Surgical Technology through a collaborative agreement with Wayne Community College and Lenoir Community College was made in form of a motion by Paul Compton, seconded by Hal Kilpatrick, and agreed upon by the committee. All were in favor and the motion was passed.** The Agreement will be prepared for presentation to the Board.

With no further business to discuss, this meeting was adjourned at 3 p.m. with a motion made by Paul Compton, seconded by Hal Kilpatrick and agreed upon by the committee.

Respectfully Submitted by:

Kay Albertson,  
Curriculum Committee

Leasa Holmes,  
Recording Secretary

**Wayne Community College  
Curriculum Committee Meeting  
February 3, 2003  
Minutes**

The Curriculum Committee met on February 3, 2003 at 2:30 p.m. in the WLC Boardroom.

Present for this meeting were: Ray Burrell, Yvonne Robbins, Dr. Cindy Archie, Sharon Price, Paul Compton, Susan Sasser, Sue Beaman, Dot Elledge, Faye Best, Michele Turnage, Bill Thompson, Dr. Dan Krautheim, Dr. Kay Albertson, and visitors, Ronnie Woodard and Robyn Ferguson. Leasa Holmes recorded the minutes.

This meeting was called to order by Dr. Albertson and the following items were discussed:

The minutes from the January 13, 2003 meeting were distributed to the committee via Groupwise prior to the meeting. After revisions were made to the list of voting members, a motion was made by Paul Compton, seconded by Sharon Price, and agreed upon by the committee to accept the minutes. All were in favor and the motion carried.

**OLD BUSINESS:**

The status of Pre-majors were not placed as an agenda item for the January 13, 2003 Administrative Council meeting, but will be presented at the next meeting.

**NEW BUSINESS:**

Two Program areas that have curriculum changes were presented.

1. Ronnie Woodard presented curriculum changes for Automotive Systems Technology /ATEP (A60160) and Automotive Systems Technology/GM ASEP (A60160A). Mr. Woodard stated that the purpose of the submitted changes is to better meet the needs of the students and to give them increased flexibility in class offerings. (See **Attached Course Curriculum Changes**)

A motion was made by Paul Compton, seconded by Dr. Krautheim, and agreed upon by the committee to accept the curriculum changes for Automotive Systems Technology /ATEP (A60160) and Automotive Systems Technology/GM ASEP (A60160A). All were in favor. The motion carried.

2. Dr. Cindy Archie presented curriculum changes for Early Childhood Associate (A55220) and a certificate title change for Early Childhood Associate Teacher=s Certificate (C55220B). Dr. Archie stated that the purpose of the submitted changes is to enhance program offerings to include hands on lab experiences for students. She also stated that during lab time, faculty will be required to accompany students at the childcare center. On the curriculum standard form that was distributed to the

committee, changes were suggested for the math competency section. Dr. Archie will make the recommended changes. The **attached** course curriculum change includes course titles as submitted by the System Office.

The purpose of the title change (*Early Childhood Associate Teacher=s Certificate changed to Early Childhood Associate Certificate*) is for student clarification. After discussion, a motion was made by Faye Best, seconded by Paul Compton, and agreed upon by the committee to accept the curriculum changes for Early Childhood Associate (A55220) and a certificate title change for Early Childhood Associate Teacher=s Certificate (*changed to Early Childhood Associate Certificate*) (C55220B). All were in favor. The motion carried.

## OTHER BUSINESS

Bill Thompson introduced Robyn Ferguson, Grants Development Coordinator. Ms. Ferguson=s position is to assist the college in grant writing that supports the mission of the college with the focus on strengthening the planning process and objectives. The **attached** Grant Opportunity Proposal Form was distributed to the committee. To begin the initial writing of a proposal, it was stated that the form can be accessed from the college=s website.

Dr. Krautheim indicated that there will be a delay in the distribution of the Proration By Major which is distributed by the system office. Distribution will not occur until May 2003. Additional thoughts about this can be directed to Dr. Krautheim.

Without further business to discuss, this Curriculum Committee meeting was adjourned at 3:30 p.m.

Respectfully Submitted by:

Kay Albertson,  
Curriculum Committee

Leasa Holmes,  
Recording Secretary

**Wayne Community College  
Curriculum Committee Meeting  
March 24, 2003  
2:30 p.m.**

The Curriculum Committee met on March 24, 2003 at 2:30 p.m. in WLC 131.

Present for this meeting were: Dr. Dan Krautheim, Dr. Kay Albertson, Ron Prince, Anne Millington, Ray Burrell, Carolyn Walston, Dr. Cindy Archie, Sharon Price, Hal Kilpatrick, Faye Best, Banks Peacock, Paul Compton, Vickie Lassiter, Bill Thompson, Sherry Granberry, Dr. Ron Taylor, Sue Beamon, Yvonne Robbins, Yvonne Goodman, Ralph Benedetto, Susan Sasser and Martha Herndon. Robin Smith recorded the minutes.

The meeting was called to order by Dr. Krautheim.

Ray Burrell presented curriculum changes for the Accounting (A25100) program. Mr. Burrell stated that the purpose of the recommended change was to rearrange the sequence of the courses. The suggested sequence of courses was explained by Mr. Burrell.

Mr. Burrell also presented curriculum changes to the Business Administration/E-Commerce (A2512I) program. Mr. Burrell recommended a change in the sequence of the program and explained the suggested changes. The purpose of the submitted change is to offer BUS 230 during the fourth semester so it will coincide with other curriculum programs that also offer BUS 230 the fourth semester.

A motion was made and seconded to accept the curriculum changes for Accounting (A25100) and Business Administration/E-Commerce (A2512I). All were in favor. The motion carried.

Mr. Burrell recommended adding a new concentration, Operations Management, to the Business Administration degree program (attached). The purpose of this concentration is to provide managers, supervisors and employees with the education, training, and skills needed to function effectively and efficiently in today's workforce environment. After some discussion, it was decided that Mr. Burrell and Paul Compton would meet to discuss possible course changes. Consideration of the Operations Management concentration was tabled until the next meeting.

Mr. Burrell presented curriculum changes to the Information Systems (A25260) program. He recommended to delete the evening option to the program and to delete CSC 132 Basic Programming from the program and catalog. Mr. Burrell stated that the purpose of the submitted change is because the evening program listed in the catalog is unrealistic. By removing the special course listing and replacing it with general wording for each degree plan, the plan can be achieved with a combination of night/Internet courses. Also, Basic Programming is no longer taught in our area nor in the Engineering area.

Mr. Burrell presented curriculum changes to the Real Estate (C25400) program. He recommended to add local prerequisites RED 090 Improved College Reading and MAT 070 Introductory Algebra to RLS 112 Real Estate Fundamentals. He also recommended to add local prerequisite MAT 070

Introductory Algebra to RLS 113 Real Estate Mathematics. The purpose of the submitted change is to ensure better student preparation for and success in these Real Estate courses.

A motion was made by Paul Compton and seconded by Ron Taylor to accept the curriculum changes for Information Systems (A25260) and Real Estate (C25400). All were in favor. The motion carried.

Dr. Cindy Archie, along with Carolyn Walston, presented curriculum changes for Cosmetology (C55140). The recommendation was to delete COS 118 Salon IV from the program. The purpose of the change is to meet the requirements of curriculum standard, which is 34 maximum hours.

A motion was made by Ralph Benedetto and seconded by Banks Peacock to accept the curriculum changes for Cosmetology (C55140). All were in favor. The motion carried.

Sharon Price gave an update of the premajors that will be eliminated from our college transfer programs effective Fall 2003. They are as follows: Associate in Arts - Business Education and Marketing Education, English, English Education, Health Education, History, Nursing, Physical Education, Psychology, Social Science Secondary Education, Sociology, Social Work; Associate in Science - Biology and Biology Education, Chemistry and Chemistry Education and Mathematics; Associate in Fine Arts - Art (Consortium with Johnston CC).

With no further discussion, the meeting adjourned at 3:30 p.m.

Respectfully submitted,

Dr. Dan Krautheim  
Curriculum Committee

Robin Smith,  
Recording Secretary

**Wayne Community College  
Curriculum Committee Meeting  
May 5, 2003      2:30 p.m.**

**Minutes**

The Curriculum Committee met on May 5, 2003 at 2:30 p.m. in WLC 137.

Present for this meeting were: Dr. Kay Albertson, Dr. Cindy Archie, Ralph Benedetto, Faye Best, Ray Burrell, Paul Compton, Dot Elledge, Yvonne Goodman, Sherry Granberry, Martha Herndon, Hal Kilpatrick, Anne Millington, Ron Prince, Yvonne Robbins, Susan Sasser, and Dr. Ron Taylor. Leasa Holmes recorded the minutes.

The meeting was called to order by Dr. Albertson.

The minutes from the March 24, 2003 meeting were accepted as presented.

Dr. Albertson indicated that this meeting is the last Curriculum Committee meeting for the 2002-2003 academic year.

Ray Burrell presented the new concentration to the Business Administration degree program, Operations Management. The purpose of the addition is to provide managers, supervisors, and employees with the education, training, and skills needed to function effectively and efficiently in today's workforce environment. The program of study, degree plan, and curriculum standard was discussed and is attached. After discussion, Mr. Burrell requested approval for this program of study be forwarded to the Curriculum Committee of the Board of Trustees and then to the full Board at the May 27, 2003 Board meeting for action. There is a June 15, 2003 deadline to get this package to the system's office for approval. The projected effective date of implementation of the Business Administration /Operations Management Program (A2512G) is Fall 2003.

A motion was made by Ralph Benedetto and seconded by Paul Compton to accept the new concentration to the Business Administration degree program, Operations Management, (A2512G) as presented. All were in favor. The motion carried.

Sherry Granberry gave an update of the Articulation Agreement for Early Childhood between Wayne Community College and North Carolina Central University. Once WCC Early Childhood courses are completed, AAS graduates would move to their junior year at the university level.

Without further discussion, the meeting adjourned at 3:00 p.m.

Respectfully submitted,

Dr. Kay Albertson,  
Curriculum Committee

Leasa Holmes,  
Recording Secretary

**Wayne Community College  
Curriculum Committee Meeting  
December 4, 2003      2:30 p.m.**

**Minutes**

The Curriculum Committee met on December 4, 2003 at 2:30 p.m. in WLC 137.

Present for this meeting were: Dr. Dan Krautheim, Dr. Kay Albertson, Marie Barnes, Ralph Benedetto, Faye Best, Ray Burrell, Paul Compton, Dot Elledge, Yvonne Goodman, Sherry Granberry, Martha Herndon, Hal Kilpatrick, Vicky Lassister, Anne Millington, Sharon Price, Ron Prince, Yvonne Robbins, Beth Spragins, and Michelle Turnage. Ronnie Woodard also was in attendance at this meeting. Leasa Holmes recorded the minutes.

The meeting was called to order by Dr. Albertson.

This was the first Curriculum Committee meeting for the 2003-04 year and Dr. Albertson welcomed everyone. She also introduced Beth Spragins as the newest member replacing Dr. Ron Taylor.

**OLD BUSINESS**

Dr. Albertson shared with the group that Administrative Council approved the Curriculum Committee as a Standing Committee. The **attached** purpose, authority, and membership will be the structure of this committee and will be placed into the College Procedures Manual as approved by the Administrative Council. Everyone was asked to review this handout and respond to Dr. Albertson with any needed changes.

Dr. Albertson stated that proper record keeping of each meeting is important; therefore, minutes from the Curriculum Committee meetings will be prepared and sent to the membership electronically. All were asked to read the minutes when received and render any feedback to Leasa Holmes. Approval of minutes will begin at the next meeting.

**NEW BUSINESS**

Distance Learning Issue - An issue regarding books for Distance Learning was brought forth by Michelle Turnage. It was discussed that course competencies in both seated and distance courses need to be the same, but course texts and assessments may vary. It was also stated that full-time faculty should be making text selections and not part-time instructors. Ultimately, issues of books will have to meet SACS criteria.

Yvonne Goodman requested a required book list from the faculty as a guide for students when purchasing text from the bookstore. An attempt will be made to honor this request. It was suggested that each faculty could post their course booklist outside their office door.

Curriculum Change Submissions - According to Yvonne Robbins, the 2003-04 time-line for curriculum change submissions should be mid-February 2004. All changes (curriculum or catalog) should be submitted to Yvonne Robbins at least one week prior to the Curriculum Committee meeting in February.

The following proposed curriculum changes were discussed:

**Accounting (A25100)** was presented by Martha Herndon.

The purpose to add local prerequisite RED 090 (Improved College Reading) to ACC 120 (Principles of Financial Accounting) is to increase the success rate for accounting students. This addition will become effective Fall 2004 and will not cause a change in semester hours.

A reminder was given that all prerequisites must be met in order to receive FTE. Dr. Krautheim stated that a prerequisite data line will be part of the datatel system as a means of tracking prerequisites.

A motion was made by Martha Herndon and seconded by Ralph Benedetto to add local prerequisite RED 090 ( Improved College Reading) to ACC 120 (Principles of Financial Accounting). Effective date, Fall 2004. All were in favor. The motion carried.

**Air Conditioning, Heating, and Refrigeration Technology(D35100)** was presented by Paul Compton.

The purpose to change the sequence of this program by moving ENG 102 from second semester to first semester and MAT 101 from first semester to second semester is to meet the needs of the students. A copy of the program of study and degree plan is attached. This change is recommended to become effective Fall 2004 and will not cause a change in semester hours.

It was also noted that this change will cause a catalog change. Contact has been made with Jim Godfrey regarding the sequence change.

A motion was made by Paul Compton and seconded by Faye Best to accept the program sequence change for Air Conditioning, Heating, and Refrigeration Technology (D35100) as presented. Effective date, Fall 2004. All were in favor. The motion carried.

**All Associate in Arts and Associate in Science Programs and AS-Pre-Engineering Program** was presented by Beth Spragins.

The purpose to delete local prerequisite MAT 273 Calculus III ( C or better) to MAT 285 Differential Equations, to add state prerequisite MAT 272 Calculus II to MAT 285 Differential Equations, and to add local ( C or better) is because the state only requires MAT 272 Calculus II. This change is recommended to become effective Fall 2004 and will not cause a change in semester hours.

A motion was made by Hal Kilpatrick and seconded by Paul Compton to delete local prerequisite MAT 273 Calculus III ( C or better) to MAT 285 Differential Equations, to add state prerequisite MAT 272 Calculus II to MAT 285 Differential Equations, and to add local ( C or better) for all Associate in Arts and Associate in Science Programs and AS-Pre-Engineering Program as presented. Effective date, Fall 2004. All were in favor. The motion carried.

**Dental Hygiene (A45260)** was presented by Yvonne Robbins, in the absence of Dr. Cindy Archie.

The purpose to add local prerequisite CHM 130 General, Organic, and Biochemistry and CHM

130A Lab to DEN 123 Nutrition/Dental Health and DEN 223 Dental Pharmacology and to add local co-requisite DEN 110 Orofacial Anatomy, DEN 111 Infection/Hazard Control, and DEN 112 Dental Radiography to DEN 120 Dental Hygiene Preclinical Lecture and DEN 121 Dental Hygiene Preclinical Lab is to provide continuity of Dental Hygiene Program. The recommended effective date is Fall 2004 and will not cause a change in semester hours.

Dr. Albertson stated that since there wasn't departmental representation for this recommendation, it will be tabled until the next meeting. All were in agreement.

**Manufacturing Technology/Plastics (A5032A)** was presented by Paul Compton.

The purpose to change the sequence of this program by moving PLA 220 from third semester to fourth semester is due to a request made by the Eastern North Carolina Plastic Technical Center (ENCPTC) in Zebulon, with whom WCC are collaborating this program with. It was added that this consortium is with five other institutions. A copy of the program of study and degree plan is attached. This change is recommended to become effective Fall 2004 and will not cause a change in semester hours.

The certificate aspect of this program will be further reviewed by Mr. Compton and Yvonne Robbins.

A motion was made by Paul Compton and seconded by Ralph Bendetto to accept the program sequence change for Manufacturing Technology/Plastics (A5032A) as presented. Effective date, Fall 2004. All were in favor. The motion carried.

**Welding (D50420)** was presented by Paul Compton.

The purpose to delete Summer Term, move ENG 102 from second semester to first semester, MAT 101 from summer term to second semester, and WLD 151 from summer term to second semester is to make the welding program two semesters instead of three. There is not an instructor during the summer term for Welding courses. This is a diploma program and can lend itself with requested changes in semesters. A copy of the program of study and degree plan is attached. This change is recommended to become effective Fall 2004 and will not cause a change in semester hours.

A motion was made by Paul Compton and seconded by Faye Best to accept the recommendation to make Welding (D50420) two semesters instead of three by deleting the summer term and moving ENG 102 from second semester to first semester, and MAT 101 and WLD 151 from summer term to second semester as presented. Effective Fall 2004. All were in favor. The motion carried.

**Autobody Repair (D60100)** was presented by Ronnie Woodard.

The purpose to change the sequence of this program by moving ENG 102 from second semester to first semester and MAT 101 from first semester to second semester is to allow better scheduling within the division and meet the needs of the students. A copy of the program of study and degree plan is attached. The recommended effective date of this change is Fall 2004 and will not cause a change in semester hours.

A motion was made by Ronnie Woodard and seconded by Paul Compton to accept the recommendation to change the program sequence for Autobody Repair (D60100) by moving ENG

102 from second semester to first semester and MAT 101 from first semester to second semester. Effective Fall 2004. All were in favor. The motion carried.  
Other topics discussed:

Dr. Albertson recommended setting a standard time for future meetings of this committee. Due to the uncertainty of faculty schedules, it was the consensus to not set a standard meeting time at this point.

Without further discussion, this meeting adjourned at 3:25 p.m.

Respectfully Submitted,

Dr. Kay Albertson, Chair  
Curriculum Committee

Leasa Holmes,  
Recording Secretary

**Wayne Community College  
Curriculum Committee Meeting  
February 5, 2004  
WLC Board Room - 2:30 p.m.**

**Minutes**

The Curriculum Committee met on February 5, 2004 at 2:30 p.m. in the WLC Boardroom.

Present for this meeting were: Dr. Kay Albertson, Dr. Cindy Archie, Marie Barnes, Ray Burrell, Paul Compton, Yvonne Goodman, Hal Kilpatrick, Dr. Dan Krautheim, Vicky Lassister, Sharon Price, Yvonne Robbins, Susan Sasser, and Michelle Turnage. Dr. Bill Radford, Beverly Deans, Ann Spicer, and Sharon Bull were also in attendance at this meeting. Leasa Holmes recorded the minutes.

The meeting was called to order by Dr. Albertson.

The minutes from the December 4, 2003 meeting were submitted to the committee via Groupwise prior to this meeting. A motion was made by Paul Compton, seconded by Sharon Price, and agreed upon by the committee to accept the minutes as presented. All were in favor and the motion carried.

**OLD BUSINESS**

1. It was agreed that standard meetings for the Curriculum Committee will be held on Tuesday's at 2:30 p.m. during the 2004 Spring Semester. The committee will be notified via email of the meetings.
2. The due date for any additional 2004 curriculum changes was set for February 17, 2004. All materials should be submitted to Yvonne Robbins by this date.

**NEW BUSINESS**

1. The appointment of a Calendar Committee (a sub-committee to the Curriculum Committee) for 2004-2006 was established. The responsibility of this committee will be to develop and recommend a two-year calendar, beginning Fall 2004.

The following individuals will serve on the Calendar Committee:

Hal Kilpatrick, Chairperson	Sharon Price
Paul Compton	Sue Beaman
Michelle Turnage	* Dwight Mayo
Susan Sasser or Designee	* Alice Wadsworth or Designee
Ray Burrell	

\* Although Mr. Mayo and Ms. Wadsworth are not on the Curriculum Committee, it was felt that their departments should be represented on the Calendar Committee.

2. For information purposes, this committee was informed that the SACS visiting team will be on campus September 25 - 27, 2005.
3. The following proposed curriculum changes were discussed:

*A discussion of co-requisites occurred as a result of certain proposed curriculum changes. If one co-requisite is dropped, would a student need to drop the course as well? It was determined that deleting or adding co-requisites would have an affect on the programs. Therefore, **all recommendations to delete or add co-requisites will be tabled until the next meeting.***

**Agribusiness Technology (A15100)** was presented by Ray Burrell on behalf of Faye Best.

The purpose to change Agricultural Elective to Animal Science Elective (Fourth Semester) and to add existing courses to the program is to enhance elective options for students enrolled in the program. A copy of the program of study and degree plan is attached. This change is recommended to become effective Fall 2004 and will not cause a change in semester hours.

A motion was made by Michelle Turnage and seconded by Paul Compton to change Agricultural Elective to Animal Science Elective (Fourth Semester) and to add existing courses (ANS 115 Animal Feeds & Nutrition 2203, ANS 130 Poultry Production 2203, ANS 150 Animal Health Management 3003, ANS 160 Animal Waste Management 3003, and ANS 213 Animal Reproduction 2203) to the Agribusiness Technology (A15100) program. All were in favor. The motion carried.

**Associate in Arts (A10100), Associate in Science (A10400), AA/Elementary Education (A1010P), AA/Criminal Justice (A1010D), AA/Art Education (A1010A), AA/Business (A1010B), Associate in Fine Arts/Drama (A1020C), and Associate in Fine Arts/Music (A1020D)** was presented by Dr. Kay Albertson.

The purpose to add new courses to the programs listed above is to increase the number of chemistry courses offered by Wayne Community College. This change is recommended to become effective Fall 2004 and will not cause a change in the semester hours. A copy of the course descriptions are attached.

A motion was made by Sharon Price and seconded by Paul Compton to add new courses (CHM 131 Introduction to Chemistry 3003 and CHM 131A Introduction to Chemistry Lab 0301) to the submitted programs. All were in favor. The motion carried.

**Associate in Arts (A10100), Associate in Science (A10400), AA/Criminal Justice (A1010D), AA/Art Education (A1010A), AA/Business (A1010B), Associate in Fine Arts/Drama (A1020C), and Associate in Fine Arts/Music (A1020D)** was presented by Dr. Kay Albertson.

The purpose to add a new course to the above programs is to increase the number of chemistry courses offered by Wayne Community College. A copy of the course description is attached. This change is recommended to become effective Fall 2004 and will not cause a change in the semester hours.

A motion was made by Michelle Turnage and seconded by Sharon Price to add new course, CHM 132 Organic and Biochemistry 3304, to the submitted programs. All were in favor. The motion carried.

**Associate in Arts (A10100), Associate in Science (A10400), AA/Criminal Justice (A1010D), AA/Art Education (A1010A), AA/Elementary Education(A1010P), and Associate in Fine Arts/Music (A1020D)** was presented by Ann Spicer.

The purpose to delete local prerequisites, add a local corequisite and new course to the above programs is to enhance the diversity of the music offerings, allow students to complete Associate in Fine Arts/Music degree in two years and to make music courses more accessible to students. A copy of the course description is attached. This change is recommended to become effective Fall 2004 and will not cause a change in semester hours.

A motion was made by Michelle Turnage and seconded by Marie Barnes to accept the recommendation to delete local prerequisite MUS 111 Fund of Music/IPO from MUS 121 Music Theory I, delete local prerequisite IPO from all music courses, and add new course, MUS 212 American Musical Theatre (3003) to programs. The recommendation to add local **corequisite** MUS 111 Fund of Music to MUS 121 Music Theory I will be tabled until the next Curriculum Committee meeting. All were in favor. The motion carried.

**Associate in Arts (A10100), Associate in Science (A10400), AA/Criminal Justice (A1010D), AA/Art Education (A1010A), AA/Elementary Education (A1010P), and Associate in Fine Arts/Drama (A1020C)** was presented by Ann Spicer.

The purpose to delete local prerequisite and add state corequisite is to bring programs at state level and to reflect prerequisite and corequisite as stated in the Common Course Library. This change is recommended to become effective Fall 2004 and will not cause a change in semester hours.

A motion was made by Paul Compton and seconded by Michelle Turnage to delete local prerequisite DRA 170 Play Production I from DRA 260 Directing. The recommendation to add state **corequisite** DRA 140 Stagecraft I to DRA 260 Directing will be tabled until the next Curriculum Committee meeting. All were in favor. The motion carried.

**Associate in Arts (A10100), Associate in Science (A10400), AA/Criminal Justice (A1010D), AA/Art Education (A1010A), AA/Business (A1010B), and AA/Elementary Education (A1010P)** was presented by Hal Kilpatrick.

The purpose to add local prerequisite to the above programs is to allow students to be better prepared for the programs. The recommendation will not cause a change in semester hours and will become effective Fall 2004.

A motion was made by Paul Compton and seconded by Michelle Turnage to add local prerequisite (C or better) or appropriate scores on placement test to MAT 172 Precalculus Trigonometry and to MAT 175 Precalculus . All were in favor. The motion carried.

**Associate in Arts (A10100), AA/Elementary Education (A1010P), and AA/Art Education (A1010A)** was presented by Hal Kilpatrick.

The purpose to add local prerequisite to the above programs is to allow students to be better prepared for the programs. The recommendation will not cause a change in semester hours and will become effective Fall 2004.

A motion was made by Paul Compton and seconded by Michelle Turnage to add local prerequisite (C or better) to MAT 141 Mathematical Concepts I. All were in favor. The motion carried.

**All Associate in Arts and Associate in Science programs** was presented by Ann Spicer.

The purpose to add:

local corequisite SPA 111 Elementary Spanish I to SPA 181 Spanish Lab 1 and SPA 112 Elementary Spanish II to SPA 182 Spanish Lab II and

local corequisite FRE 111 Elementary French I to FRE 181 French Lab 1 and FRE 112 Elementary French II to FRE 182 French Lab II is to indicate the requirement of the lab along with the core course.

The recommendation will cause no change in semester hours and will become effective Fall 2004.

No action was taken on this recommendation. It was the consensus of the committee to table this recommendation and resubmit at the next Curriculum Committee meeting.

**All Associate in Arts, Associate in Science, Associate in Applied Science and Associate in Fine Arts programs** was presented by Ann Spicer.

The purpose to add local corequisite ENG 080 Writing Foundations and/or RED 080 Intro to College Reading to ACA 118 College Study Skills is to reflect corequisites as stated in ENG 080 and RED 080. The addition will not cause a change in semester hours and will become effective Fall 2004.

No action was taken on this recommendation. It was the consensus of the committee to table this recommendation and resubmit at the next Curriculum Committee meeting.

**Criminal Justice Technology/Critical Incident Management program** was presented by Beverly Deans and Dr. Cindy Archie. This is a completely new program that is recommended for submission as a new concentration to NCCCS, pending approval. This program will carry 66 semester hours and once approved, will become effective Fall 2004. Attached are copies of the program of study, degree plan and curriculum standard. It was indicated that the deadline to submit the program to the system office is March 2004. Dr. Albertson stated that approval by the WCC Board of Trustees can be obtained at the February 27, 2004 Board Retreat and then forwarded to the System Office.

A motion was made by Marie Barnes and seconded by Michelle Turnage to accept the submission of the new program, **Criminal Justice Technology/Critical Incident Management**. The program of study, degree plan and curriculum standard will be submitted for WCC Board approval and then for approval by the System Office by the March 2004 deadline. All were in agreement. The motion carried.

The Curriculum Committee members will be notified electronically once the new program has been submitted and approved by the System Office.

**Dental Hygiene (A45260)** was presented by Dr. Bill Radford.

This program change was tabled from a previous meeting on December 14, 2003.

The purpose to add local prerequisites and co-requisites to this program is to provide continuity of the Dental Hygiene Program. The recommendation will not cause a change in semester hours and

will become effective Fall 2004 if approved. Dr. Radford indicated that this change will affect only a limited number of students and the changes will be reflected in the catalog.

A motion was made by Paul Compton and seconded by Hal Kilpatrick to add local prerequisite CHM 130 General, Organic, and Biochemistry and CHM 130A Lab to DEN 123 Nutrition/Dental Health and DEN 223 Dental Pharmacology. The recommendation to add local **co-requisite** DEN 110 Orofacial Anatomy, DEN 111 Infection/Hazard Control, and DEN 112 Dental Radiography to DEN 120 Dental Hygiene Preclinical Lecture and DEN 121 Dental Hygiene Preclinical Lab will be tabled until the next Curriculum Committee meeting. All were in favor. The motion carried.

### **Human Services Technology/Gerontology (A4538B)**

**Human Services Technology/Gerontology (Certificate) (C4538B)** was presented by Dr. Archie. A recommendation was presented to delete the above programs and to delete from the college catalog the courses pertaining to the programs due to the lack of participation from students. It was determined that there is no growth in this market. This recommendation has to be approved by our local Board and will become effective Fall 2004 once approval is obtained.

A motion was made by Michelle Turnage and seconded by Vicky Lassiter to delete Human Services Technology/Gerontology (A4538B) and Human Services Technology/Gerontology (Certificate) (C4538B) programs and to delete courses (GRO 220 Psychosocial Aspects of Aging 3003, GRO 230 Health, Wellness, and Nutrition 3204, and GRO 240 Care Managing 2002) from the catalog due to the lack of participation in these programs/courses from students. A Curriculum Program Termination Form will be forwarded for local Board approval. All were in favor. The motion carried.

### **Information Systems/Microcomputers Systems (C25260SY)** was presented by Ray Burrell.

This is a certificate program and the purpose to add an existing course is to streamline the program for ease of student advising and course scheduling. The recommendation will cause a change in semester hours from 13 to 16 and would become effective Fall 2004. A copy of the degree plan is attached. Yvonne Goodman indicated that approval of this recommendation makes students eligible for Financial Aid funds.

A motion was made by Michelle Turnage and seconded by Paul Compton to add existing course CIS 152 Database Concepts & Apps (2203) to the certificate program, Information Systems/Microcomputers Systems (C25260SY). All were in favor. The motion carried.

### **Information Systems/Programming (C25260PR)** was presented by Ray Burrell.

The purpose to change the program sequence by deleting courses from the program and catalog, adding an existing course and by adding a new course is to streamline the program for ease of student advising and course scheduling. This recommendation will not cause a change in semester hours and will become effective Fall 2004. A copy of the degree plan and course description is attached.

In discussion, it was indicated that CSC 134 C++ Programming (2303) will be left in the catalog, but deleted from the program.

A motion was made by Michelle Turnage and seconded by Paul Compton to change the program sequence for Information Systems/Programming (C25260PR) by deleting CIS 116 Intro to PC App Development (2303) and CSC 134 C++ Programming (2303), by adding existing course CIS 152

Database Concepts and Apps (2203) and by adding a new course , CSC 143 Object-Oriented Prog (2303) to the program. All were in favor. The motion carried.

**Internet Technologies (Certificate) (C25390)** was presented by Ray Burrell.

The purpose to change the program sequence by deleting the third semester, deleting CSC 160 Intro to Internet Prog (2203), and by adding an existing course is to streamline the program for ease of student advising and course scheduling. This recommendation will not cause a change in semester hours and will become effective Fall 2004. A copy of the degree plan is attached.

A motion was made by Michelle Turnage and seconded by Marie Barnes to change the program sequence for Internet Technologies (Certificate) (C25390) by deleting the third semester, deleting CIS 160 Intro to Internet Prog (2203), and by adding existing course CIS 115 Intro to Prog & Logic (2203) to the program. All were in favor. The motion carried.

A recommendation to change the program sequence for **Information Systems (A25260), Information Systems (Diploma) (D25260), Information Systems/Network Administration and Support (A2526D), and Internet Technologies (A25290)** in order to streamline the programs for ease of student advising and course scheduling was presented by Ray Burrell. It was indicated that each program sequence change would reflect a change in semester hours. After discussion, the committee determined that the recommendations submitted for these programs should be tabled until the next meeting.

4. Other topics discussed:

Advanced Placement (AP) was discussed. Hal Kilpatrick indicated that AP acceptance needs to be defined in the college catalog for both high school and international students. Yvonne Robbins, along with the Catalog Committee, will handle this catalog revision.

5. Adjournment:

Without further discussion, this meeting adjourned at 4:30 p.m. As a follow-up to the curriculum changes discussed, the next Curriculum Committee meeting was scheduled for Tuesday, February 24, 2004 at 2:30 p.m.

Respectfully Submitted,

Dr. Kay Albertson, Chair  
Curriculum Committee

Leasa Holmes,  
Recording Secretary

**Wayne Community College  
Curriculum Committee Meeting  
February 24, 2004  
Dogwood 145 - 2:30 p.m.**

**Minutes**

The Curriculum Committee met on February 24, 2004 at 2:30 p.m. in Dogwood 145.

Committee members present for this meeting were: Dr. Kay Albertson, Dr. Cindy Archie, Marie Barnes, Faye Best, Ray Burrell, Paul Compton, Dot Elledge, Hal Kilpatrick, Dr. Dan Krautheim, Vicky Lassister, Anne Millington, Yvonne Robbins, Susan Sasser, Beth Spragins, and Michelle Turnage. Sharon Bull was also in attendance. Leasa Holmes recorded the minutes.

The meeting was called to order by Dr. Albertson.

The minutes from the February 5, 2004 meeting were submitted to the committee via Groupwise prior to this meeting. A motion was made by Paul Compton seconded by Dr. Krautheim to accept the minutes as presented. All were in favor. The motion carried.

**OLD BUSINESS**

1. Calendar Committee Update

Hal Kilpatrick indicated that the Calendar Committee will have its first meeting on Wednesday, February 25, 2004 at 2 p.m. in the WLC Seminar Room.

2. Co-requisite Discussion/Recommendation

Marie Barnes indicated that the Curriculum Committee's subcommittee on co-requisites met at 1 p.m. on Thursday, February 12, 2004. The subcommittee examined issues pertaining to program co-requisites. The attached minutes from the meeting were distributed to the group. The sub-committee was asked to meet again to address the following concerns:

- A clear distinction between co-requisites and co-courses needs to be determined.
- What are the listed Common Course Library co-requisites? (Dr. Albertson will gather this information)
- What is the System Office's stand on co-requisites?
- Should a student have to drop both courses if the courses are listed as co-requisites?

3. Local Board Approvals

The following programs will be submitted for local Board approval on February 27, 2004. The new program (a) will then be forwarded for State Board approval.

1. New Program - Criminal Justice Technology/Critical Incident Management Concentration

2. Delete Programs - Human Services Technology/Gerontology  
Human Services Technology/Gerontology (Certificate)
4. Program Changes Tabled at February 5, 2004 Meeting

The following proposed curriculum changes were resubmitted to the Curriculum Committee:

**Associate in Arts (A10100), Associate in Science (A10400), AA/Criminal Justice (A1010D), AA/Art Education (A1010A), AA/Elementary Education(A1010P), and Associate in Fine Arts/Music (A1020D)** was presented by Beth Spragins on behalf of Ann Spicer.

The purpose to add local corequisite MUS 111 Fund of Music to MUS 121 Music Theory I to the programs listed above is to allow students to complete Associate in Fine Arts/Music degree in two years and to make music courses more accessible to students. This change is recommended to become effective Fall 2004 and will not cause a change in the semester hours. Due to the continued discussion on co-requisites, the committee decided that **no action** would be taken on this request.

**All Associate in Arts and Associate in Science programs** was presented by Beth Spragins.

The purpose to add local corequisite SPA 111 Elementary Spanish I to SPA 181 Spanish Lab 1 and SPA 112 Elementary Spanish II to SPA 182 Spanish Lab II and to add local corequisite FRE 111 Elementary French I to FRE 181 French Lab 1 and FRE 112 Elementary French II to FRE 182 French Lab II to all Associate in Arts and Associate in Science programs is to indicate the requirement of the lab along with the core course. The change is recommended to become effective Fall 2004 and will not cause a change in the semester hours. The committee decided that **no action** would be taken on this request.

**All Associate in Arts, Associate in Science, Associate in Applied Science and Associate in Fine Arts programs** was presented by Beth Spragins.

The purpose to add local corequisite ENG 080 Writing Foundations and/or RED 080 Intro to College Reading to ACA 118 College Study Skills to the above programs is to reflect corequisites as stated in ENG 080 and RED 080. A statement should appear in the college catalog indicating that if a student scores at the ENG or RED 080 level, he/she must take ACA 118. This recommendation will cause no changes in semester hours and will become effective Fall 2004. The committee decided that **no action** would be taken on this request.

**Dental Hygiene (A45260)** was presented by Dr. Cindy Archie.

The purpose to add co-requisites DEN 110 Orofacial Anatomy, DEN 111 Infection/Hazard Control, and DEN 112 Dental Radiography to DEN 120 Dental Hygiene Preclinical Lecture and DEN 121 Dental Hygiene Preclinical Lab is to provide continuity to the Dental Hygiene program. This recommendation will also build on the competency of the next course. This recommendation will not cause a change in semester hours and will become effective Fall 2004.

Dr. Archie will work with Dr. Bill Radford to develop an addendum to the catalog indicating that the program outline must be taken in the order submitted. The committee decided that **no action** would be taken on this request.

**Information Systems (A25260)** was presented by Ray Burrell.

The purpose to change the program sequence for Information Systems (A25260) is to streamline the program for ease of student advising and course scheduling. This recommendation will become effective Fall 2004 and will involve the deletion and addition of several courses to the program and/or catalog, and will cause a change in the total semester hours from 69 to 70-71. A copy of the program of study and degree plan and course description is attached.

After discussion, it was determined that COE 121, 122, & 131 Co-op Work Experience II & III will not be deleted from the program as previously submitted.

A motion was made by Ray Burrell and seconded by Anne Millington to change the program sequence for Information Systems (A25260) to include the following changes: **Change** from 9 semester hours to 3-4 semester hours of professional electives, choosing from ACC 120 Prin of Financial Accounting (3204), and COE 111, 112 & 113 Co-op Work Experience I(00101); **Delete** 3 hour free elective; **Delete** Office Applications Sequence, Application Development Sequence, and Systems Sequence; **Delete** ACC 121 Prin of Managerial Accounting (3204), OST 136 Word Processing (1202), NET 226 & 225 Adv Routing and Switching I & II (1403), NET 125 & 126 Routing and Switching I & II (1403), CIS 175 Network Mgt (2203), CIS 174 Network System Manager I (2203), OST 284 Emerging Technologies (1202), OST 236 Adv Word/Information Procedures (2203), CIS 165 Desktop Publishing I (2203), ACC 150 Accounting Software Appl (1202), CSC 134 C++ Programming (2303), and 160 Intro to Internet Programming (2203) courses from the program; **Delete** CIS 116 Intro to PC App Dev (2303), CIS 226 Trends in Technology (1202), CIS 257 Database prog II (2203), and CIS 236 A+ Certification Prep (2203) courses from the program and catalog; **Add** new course CSC 143 Object-Oriented Prog (2303); **Add** local prerequisites CIS 070, MAT 070, RED 080 to CSC 143 Object-Oriented Prog (2303), and **Add** existing courses BUS 110 Intro to Business (3003), CIS 215 Hardware Install/Maint (2303), CIS 157 Database Prog. I (2203), CIS 220 Spreadsheets II (1202), COS 246 Operating Systems - Unix (2303), and CSC 148 JAVA Programming (2303) to the program. All were in favor. The motion carried.

**Information Systems Diploma (A25260)** was presented by Ray Burrell.

The purpose to change the program sequence for Information Systems Diploma (A25260) is to streamline the program for ease of student advising and course scheduling. This recommendation will become effective Fall 2004 and will involve the deletion and addition of several courses to the program and/or catalog, and will cause a change in the total semester hours from 43 to 43-44. A copy of the program of study and degree plan is attached.

After discussion, it was determined that COE 121, 122, & 131 Co-op Work Experience II & III will not be deleted from the program as previously submitted.

A motion was made by Ray Burrell and seconded by Dan Krautheim to change the program sequence for Information Systems Diploma (A25260) to include the following changes: **Change** from 10 semester hours to 3-4 semester hours of professional electives, choosing from ACC 120 Prin of Financial Accounting (3204), and COE 111, 112, & 113 Co-op Work Experience I (00101); **Delete** ACC 121 Prin of Managerial Accounting (3204), OST 136 Word Processing (1202), OST 284 Emerging Technologies (1202), OST 236 Adv Word/Information Processing (2203), CIS 165 Desktop Publishing I (2203) from the program; **Delete** course CIS 226 Trends in Technology (1202) from program and catalog; **Add** existing courses, BUS 110 Intro to Business (3003), CIS 215 Hardware Install/Maint (2303), CIS 115 Intro to Prog and Logic (2203), CIS 153 Data Base App

(2203), CIS 172 Intro to the Internet (2303), and CIS 220 Spreadsheets II (1202) to the program. All were in favor. The motion carried.

**Information Systems/Network Administration and Support (A2526D)** was presented by Ray Burrell.

The purpose to change the program sequence for Information Systems/Network Administration and Support (A2526D) is to streamline the program for ease of student advising and course scheduling. This recommendation will become effective Fall 2004 and will involve the deletion and addition of several courses to the program and/or catalog, and will cause a change in the total semester hours from 69 to 71-72. A copy of the program of study and degree plan is attached.

After discussion, it was determined that COE 121, 122, & 131 Co-op Work Experience II & III will not be deleted from the program as previously submitted.

A motion was made by Ray Burrell and seconded by Hal Kilpatrick to change the program sequence for Information Systems/Network Administration and Support (A2526D) to include the following changes: Change from 13 semester hours to 3-4 semester hours of professional electives, choosing from ACC 120 Prin of Financial Accounting (3204), COE 111, 112, & 113 Co-op Work Experience I (00101); **Delete** 3 hour Business Elective, **Delete** 3 hour free elective, **Delete** courses CIS 172 Intro to the Internet (2303); **Delete** courses NET 111 Internetwork Arch & Design (2203), and CIS 226 Trends in Technology (1202) from the program and catalog; **Add** existing courses, NET 125 & 126 Routing and Switching I & II (1403), NET 225 & 226 Adv Routing and Switching I & II (1403), BUS 110 Intro to Business (3003), ITN 240 Internet Security (2203), CIS 246 Operating Systems - UNIX (2303) and ITN 150 Internet Protocols (2203) to the program. All were in favor. The motion carried.

**Internet Technologies (A25290)** was presented by Ray Burrell.

The purpose to change the program sequence for Internet Technologies (A25290) is to streamline the program for ease of student advising and course scheduling. This recommendation will become effective Fall 2004 and will involve the deletion and addition of several courses to the program, and will cause a change in the total semester hours from 69 to 71-72. A copy of the program of study and degree plan is attached.

After discussion, it was determined that COE 121, 122, & 131 Co-op Work Experience II & III will not be deleted from the program as previously submitted.

A motion was made by Ray Burrell and seconded by Paul Compton to change the program sequence for Internet Technologies (A25290) to include the following changes: **Change** from 10 semester hours to 3-4 semester hours of professional electives, choosing from: ACC 120 Prin of Financial Accounting (3204), COE 111, 112, & 113 Co-op Work Experience I (00101); **Delete** 10 semester hours of professional electives, **Delete** 3 hour free elective, **Delete** courses CIS 246 Operating System - UNIX (2303), CSC 148 JAVA Programming (2303), ITN 180 Active Server Programming (2203), ITN 285 Emerging Technologies (2203), NET 225 & 226 Adv Routing and Switching I & II (1403) from the program; and **Add** existing courses NET 125 & 126 Routing and Switching I & II, ITN 110 Intro to Web Graphics (2203), and ITN 240 Internet Security (2203) to the program. All were in favor. The motion carried.

**NEW BUSINESS**

5. The following proposed curriculum changes were presented:

**Machining Technology (A50300)** was presented by Paul Compton.

The purpose to add existing course to the Machining Technology program as a math option is to provide more flexibility in scheduling the math course. This recommendation will not cause a change in semester hours and would become effective Fall 2004. A copy of the program of study and degree plan is attached.

A motion was made by Paul Compton and seconded by Dr. Krautheim to add existing course MAT 121 Algebra/Trigonometry I (2203) to the Machining Technology (A50300) program as a math option. All were in favor. The motion carried.

**Manufacturing Technology/Plastics (A5032A)** was presented by Paul Compton.

The purpose to add new courses to Manufacturing Technology/Plastics (A5032A) as a chemistry option is to provide more flexibility in scheduling chemistry course. This recommendation will become effective Fall 2004 and will not cause a change in the semester hours. A copy of the program of study and degree plan is attached.

A motion was made by Paul Compton and seconded by Marie Barnes to add new courses CHM 131 Intro to Chemistry (3003) and CHM 131A Intro to Chemistry Lab (0301) to Manufacturing Technology/Plastics (A5032A) program as a chemistry option. All were in favor. The motion carried.

**Associate in Arts (A10100), Associate in Science (A10400), AA/Elementary Education (A1010P), AA/Criminal Justice (A1010D), AA/Business (A1010B), and AA/Art Education (A1010A)** was presented by Hal Kilpatrick.

The purpose to add local prerequisite (appropriate scores on placement test) to the above programs is due to students being placed into MAT 172 by virtue of their compass placement scores. The prerequisite of WCC should reflect. This recommendation will become effective Fall 2004 and will not cause a change in the semester hours.

A motion was made by Hal Kilpatrick and seconded by Paul Compton to add local prerequisite to MAT 172 Precalculus Trigonometry and to MAT 263 Brief Calculus. All were in favor. The motion carried.

The purpose to delete MAT 175 Precalculus (4004) from the college catalog is because this course is no longer required in any program offered by WCC. This recommendation will become effective Fall 2004.

A motion was made by Hal Kilpatrick and seconded by Anne Millington to delete MAT 175 Precalculus (400) from the catalog. All were in favor. The motion carried.

Dr. Albertson stated that this concludes curriculum changes that can be included in the 2004-05 catalog.

6. Other topics discussed:

Dr. Albertson indicated that official agreement for the Bio-Technology Collaborative Agreement has not yet taken place. Once the agreement becomes official, it will be forwarded for board approval and the Curriculum Committee will be notified electronically.

7. Adjournment:

Without further business to discuss, this meeting adjourned at 4:05 p.m.

Respectfully Submitted:

Dr. Kay Albertson, Chair  
Curriculum Committee

Leasa Holmes,  
Recording Secretary