TO: Curriculum Committee Members  
FROM: Boyd Trolinger, Chairperson  
SUBJECT: Curriculum Committee Meeting  

There is a Curriculum Committee meeting on Monday, March 25, 2013, 3:00 p.m. in SSG-102

AGENDA

1. Agenda Approval

2. Approval of Minutes
   A. March 4, 2013

3. Consent Agenda
   A. Course Modifications
      1. ENGL 118 – Accelerated Composition Workshop, I and II
      2. ENGL 119 – Composition workshop II
      3. ENGL 217 – Basic Writing Skills
      4. ENGL 219 – Composition Workshop I
      5. READ 126 – College Study Skills
   
   B. Distance Education
      1. ENGL 219 – Composition Workshop I
         Hybrid modality (50/50)

4. Pending Business
   A. Minor Course Modifications
      1. ACCT 20 – Introduction to Accounting
         Changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; deletion of disciplines “Banking and Finance,” “Business,” “Management” and “Office Technologies;” Effective Term: Fall 2013
      2. ACCT 100 – QuickBooks Pro-Computerized Accounting
         Changes in recommended prep, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Deletion of discipline “Banking and Finance;” Effective Term: Fall 2013
      3. ACCT 105 – Income Tax Preparation
         Changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; change in SAM code (from D-Possibly Occupational to C-Occupational); Deletion of disciplines “Banking and Finance” and “Office Technologies;” Effective Term: Fall 2013
4. **ACCT 110 – Accounting for Payroll**  
   Changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; deletion of disciplines “Banking and Finance” and “Office Technologies;”  
   **Effective Term: Fall 2013**

5. **ACCT 128 – Bookkeeping**  
   Changes in objectives, unit titles, methods of instruction, methods of evaluation and examples of assignments;  
   **Effective Term: Fall 2013**

6. **BUS 25 – Small Business Management**  
   Changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction;  
   **Effective Term: Fall 2013**

7. **BUS 35 – Management and Human Relations**  
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction;  
   **Effective Term: Fall 2013**

8. **BUS 40 – Organization Management**  
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction;  
   **Effective Term: Fall 2013**

9. **BUS 44 – Human Resource Management**  
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction;  
   **Effective Term: Fall 2013**

10. **BUS 50 – Sales in Today’s World**  
    Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction;  
    **Effective Term: Fall 2013**

11. **BUS 60 – Introduction to Advertising**  
    Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction;  
    **Effective Term: Fall 2013**

12. **BUS 62 – Personal Finance**  
    Addition of recommended prep; Changes in catalog description, objectives, methods of instruction, methods of evaluation, examples of assignments and materials of instruction;  
    **Effective Term: Fall 2013**

13. **BUS 64 – Principles of Marketing**  
    Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction;  
    **Effective Term: Fall 2013**

14. **BUS 66 – Retail Management**  
    Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction;  
    **Effective Term: Fall 2013**

15. **BUS 68 – Business on the Internet**  
    Changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction;  
    **Effective Term: Fall 2013**

16. **ECON 20 – Economic History of the U.S.**  
    Changes in catalog description, objectives, methods of instruction, methods of evaluation, examples of assignments and materials of instruction;  
    **Effective Term: Fall 2013**

17. **ECON 25 – Introduction to Economics**  
    Changes in recommended prep, catalog description, methods of evaluation, examples of assignments and materials of instruction;  
    **Effective Term: Fall 2013**

18. **ECON 35 – Introduction to Environmental Economics**  
    Changes in unit titles, methods of evaluation, examples of assignments and materials of instruction;  
    **Effective Term: Fall 2013**

19. **RLS 20 – Real Estate Principles**  
    Addition of recommended prep; changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction;  
    **Effective Term: Fall 2013**
20. RLS 25 – Real Estate Practices
   Addition of prerequisite; deletion of recommended prep; change in catalog description,
   objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments
   and materials of instruction; Effective Term: Fall 2013

21. RLS 35 – Real Estate Appraisal
   Addition of recommended prep; changes in catalog description, objectives, unit titles, methods
   of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

22. RLS 40 – Real Estate Finance
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of
   evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

23. RLS 45 – Real Estate Economics
   Changes in catalog description, objectives, methods of instruction, methods of evaluation,
   examples of assignments and materials of instruction; Effective Term: Fall 2013

24. RLS 50 – Escrow Procedures
   Addition of prerequisite; changes in catalog description, objectives, methods of instruction,
   methods of evaluation, examples of assignments and materials of instruction; Effective Term:
   Fall 2013

25. RLS 55 – Property Management
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of
   evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

26. RLS 60 – Real Estate Mortgage Brokerage
   Addition of prerequisite; deletion of recommended prep; changes in catalog description,
   objectives, unit titles, examples of assignments and materials of instruction; Effective Term: Fall
   2013

5. New Business
   A. New Courses
      1. BCIS 31 – Business Presentation Software (1 Unit)
      2. BCIS 33 – Skills for the Working Professional (1 Unit)

   B. Major Course Modifications
      1. AJ 4 – Criminal Law (C-ID: AJ 120)
         Title change (was “Criminal Law I”); changes in catalog description, objectives, unit titles,
         methods of instruction, methods of evaluation, examples of assignments and materials of
         instruction; change in pedagogical cap (from 55 to 64); Effective Term: Fall 2013

      2. BCIS 46 – Electronic Calculator (Ten-Key)
         Change in units (from 1-2 to 2 units); change in hours (from 17-34 lec/8.5-17 lab to 34 lec/17
         lab); deletion of open entry/open exit; change in repeats (from unlimited to 2 units to Not
         repeatable); changes in catalog description, objectives, unit titles, methods of instruction,
         methods of evaluation, examples of assignments and materials of instruction; Effective Term:
         Summer/Fall 2013

      3. BCIS 70K – Adobe Acrobat Professional
         Change in hours and instructional method (from 17 lec to 12.75 lec/12.75 lab); changes in
         recommended prep, catalog description, objectives, unit titles, methods of instruction,
         methods of evaluation, examples of assignments and materials of instruction; Effective Term:
         Fall 2013

      4. BCIS 70L – Introduction to Microsoft Outlook
         Change in hours and instructional method (from 17 lec to 12.75 lec/12.75 lab); changes in
         recommended prep, catalog description, objectives, unit titles, methods of instruction,
         methods of evaluation, examples of assignments and materials of instruction; Effective Term:
         Fall 2013
C. Minor Course Modifications

1. **AJ 1 – Criminology**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; change in pedagogical cap (from 55 to 64); *Effective Term: Fall 2013*

2. **AJ 2 – Administration of Justice (C-ID: AJ 110)**
   Changes in catalog description, objectives, unit titles, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

3. **AJ 3 – Legal Research**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; change in pedagogical cap (from 24 to 30); *Effective Term: Fall 2013*

   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

5. **AJ 8 – Criminal Investigation (C-ID: AJ 140)**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

7. **AJ 11 – Criminal Procedure (C-ID: AJ 122)**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

8. **AJ 13 – Organized Crime/Gangs**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; change in pedagogical cap (from 100 to 64); *Effective Term: Fall 2013*

9. **AJ 14 – Community Oriented Policing**
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; change in pedagogical cap (from 60 to 64); *Effective Term: Fall 2013*

10. **MATH 12 – Mathematics for Business Decisions (Finite Mathematics) (C-ID: MATH 130)**
    Changes in catalog description, objectives, unit titles and examples of assignments; *Effective Term: Fall 2013*

11. **MATH 13 – Survey of Calculus (C-ID: MATH 140)**
    Changes in catalog description, objectives, unit titles and examples of assignments; *Effective Term: Fall 2013*

12. **MATH 18 – Introduction to Statistics (C-ID: MATH 110)**
    Changes in catalog description, objectives and unit titles; *Effective Term: Fall 2013*

13. **MATH 30 – Analytic Geometry and Calculus I (C-ID: MATH 210)**
    Changes in catalog description, objectives and unit titles and examples of assignments; *Effective Term: Fall 2013*

14. **MATH 31 – Analytic Geometry and Calculus II (C-ID: MATH 220)**
    Changes in catalog description, objectives and unit titles; *Effective Term: Fall 2013*

15. **MATH 32 – Analytic Geometry and Calculus III (C-ID: MATH 230)**
    Changes in catalog description, objectives and unit titles; *Effective Term: Fall 2013*

16. **MATH 40 – Differential Equations (C-ID: MATH 240)**
    Changes in catalog description, objectives and unit titles; *Effective Term: Fall 2013*

17. **MATH 42 – Linear Algebra (C-ID: MATH 250)**
    Changes in catalog description, objectives and unit titles; *Effective Term: Fall 2013*
D. Course Deletions *(Information Only) Effective Term; End Spring 2013*
1. BCIS 29 – Introduction to PowerPoint
2. BCIS 188J – Microsoft Word Module II
3. BCIS 195 – Advanced Career Development-BCIS

E. Program Change
1. AS-T in Administration of Justice
   List A: Replace AJ 1 with AJ 2; List C: Add AJ 14
   *Effective Term: Fall 2013*

6. **Miscellaneous Agenda Items**
   A. Next Meeting – April 1, 2013