

PAC Curriculum Committee – AGENDA

CHAIRPERSON: Elizabeth Tanner	MEETING TIME: Virtual	MEETING PLACE: Virtual
MEETING DATE: 6/2/17	PREVIOUS MEETINGS: 5/8/17	
RECORDER: Dora Contreras		

MEMBERS:

Gilberto Becerra (Vice President of Student Success)	Dr. Mary-Ellen Jacobs (Dean of Arts & Sciences)	Artama Lay (Dir. Center of Academic Transition)	Sharon Carson (Dir., Workforce Programs Dev. & Performance)	Evangelina Velez-Cobb (Instructor of Spanish)
Mary Apollinar (Ass. Prof. of Counseling)	Glnry Stowitts-Traina (Chair of Social Sciences)	Sleve Hicks (Professor of CIS/COSG)	Thomas Murguia, (Academic Program Director)	Vicente Guillot (Chair/Instructor of English Comm., FL INRW)
Robert Valadez (Assistant Professor of Mathematics)	Amanda Morales (Certified Advisor/Staff Rep.)	Tosca Gonsaves (Electronic & Database Services Librarian)	Patrick Lee (Interim Dean of CTE/Chair of Mathematics)	Brad Chandler (Prof. of Biology)

*Names in bold represent members absent.

Agenda Item	Discussion Information	Decision
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1. Review and approval of May 8, 2017 Virtual Meeting Minutes:		
2. POFT 1301 – Computer Applications I – Course Revision: (Submitted by Sylvia De Hoyos)	Removing prerequisite of POFT 1329 – confirming minimum level of keyboard skills instead.	
3. POFT 2312 – Business Correspondence & Communication– Course Revision:	Change in prerequisite: Adding ENGL 1301 or Department Approval. Now POFT 1301 or ENGL 1311 or Dept. approval.	
4. ITSE 1311 – Beginning Web Programming – Course Revision: (Submitted by John Dunn)	Removed all prerequisites as discussed at April 3 rd meeting at SAC and agreed upon by all colleges teaching the course.	
5. INTC 1355 – Unit Operations – New Existing Course: (Submitted by William Cook)	Revision to the Industrial Technology – Instrumentation Specialization AAS.	
6. MCHN 2366 – Practicum (or Field Experience) – Machine Tool Technology/Machinist – New Course:	Replacing MCHN 2266 in the Industrial Technology- Manufacturing Specialization AAS.	

<p>7. ELMT 2339 – Advanced Programmable Logic Controllers – New Existing Course:</p>	<p>ELMT 2339 will be replacing ELMT 2239 in the Industrial Tech. program.</p>	
<p>8. Process Technology Specialization, A.A.S. -- Program Revision: (Submitted by Dr. Ronald Brown)</p>	<p>Changes resulting from institute work. Change to description, jobs, formatting.</p>	
<p>9. Production Technician Specialization, A.A.S. – Program Revision:</p>	<p>Changes resulting from institute work. Change to description, jobs, formatting.</p>	
<p>10. PTAC 2438 – Process Technology III – Operations – Course Revision:</p>	<p>Change in prerequisite. Change to description, jobs, formatting.</p>	
<p>11. Energy Technician Career Foundations Core Level 2 Certificate – Program Revision:</p>	<p>Changes resulting from institute work. Change to description, jobs, formatting.</p>	
<p>12. Entry Level Energy Technician Level 1 Certificate – Program Revision:</p>	<p>Changes resulting from institute work. Change to description, jobs, formatting.</p>	
<p>13. Transportation Management Level 1 Certificate – Program Revision: (Submitted by Ronnie Brannon)</p>	<p>Changes resulting from institute work. Change to program description, jobs, formatting.</p>	
<p>14. MUSI 1114 – Keyboarding Harmony I – Course Archive: (Submitted by Dr. Armin Marmolejo)</p>	<p>Course no longer funded by THECB – to be archived.</p>	
<p>15. MUSI 1217 – Elementary Sight Singing and Ear Training II -- Course Revision:</p>	<p>Removing MUSI 1115 prerequisite.</p>	
<p>16. MUSI 2311 – Music Theory III – Course Revision:</p>	<p>Removing MUSI 2114 as a prerequisite because it is being archived in ACGM. Course description and SLOs for MUSI 2311 have been modified.</p>	
<p>17. MUSI 2312 – Music Theory IV – Course Revision:</p>	<p>Removing MUSI 2115 co-requisite because it is being archived in ACGM. Changing co-requisite to MUSI 2117.</p>	

18. MUSI 2114 – Keyboarding Harmony III – Course Archive:	Course no longer available in ACGM.	
19. MUSI 2115 – Keyboard Harmony IV – Course Archive:	Course no longer available in ACGM.	
20. HALT 1251 – Landscape Business Operations – Course Archive: (Submitted by Ty Chumbley)	Course archived in WECM.	
21. HALT 2201 – Arboriculture – Course Archive:	Course archived in WECM.	
22. HALT 2308 – Greenhouse Management – New Course: (Submitted by Ty Chumbley)	This course is replacing courses that have been archived in WECM in order to meet the accreditation requirements for the Landscape program as well as necessary competencies for the program.	
23. HALT 2364 – Practicum (or Field Experience) Applied Horticulture/Horticulture Operations, General – New Course:	This course provides external learning experiences required by the AAS and related certificates.	
24. Basic Nursery & Landscape Operations Level 1 Certificate – Program Revision: (Submitted by Ty Chumbley)	Changes resulting from Institute work and archival of courses from WECM. Program description, jobs, and formatting.	
25. Floral Design Technician Level 1 Certificate – Program Revision:	Changes resulting from Institute work and alignment of other awards. Program description, jobs, and formatting.	
26. Landscape & Horticultural Science Level 1 Certificate – Program Revision:	Changes resulting from Institute work and archival of courses from WECM. Program description, jobs, and formatting.	
27. Landscape & Horticultural Science, A.A.S. – Program Revision:	Changes resulting from Institute work and archival of courses from WECM. Program description, jobs, and formatting.	
28. Small/Organic Farmer Level 1 Certificate – Program Revision:	Changes resulting from Institute work and alignment of other awards. Program description, jobs, and formatting.	
29. Turf and Landscape Irrigation Level 1 Certificate – Program Revision:	Changes resulting from Institute work and archival of courses from WECM. Program description, jobs, and formatting.	

30. Turfgrass & Golf Course Management Level 1 Certificate - Program Revision:	Changes resulting from Institute work and alignment of other awards.	
31. Turfgrass & Golf Course Management, A.A.S. - Program Revision:	Changes resulting from Institute work and alignment of other awards.	

CHAIRPERSON SIGNATURE:  DATE: 4/2/17 NEXT MEETING: TBD

PAC Curriculum Committee – AGENDA

CHAIRPERSON: Elizabeth Tanner	MEETING TIME: 3:30 p.m.	MEETING PLACE: Student Center 130
MEETING DATE: 3/9/17		PREVIOUS MEETINGS: 2/9/17
RECORDER: Dara Contreras		

MEMBERS:

Gilberto Becerra (Vice President of Student Success)	Dr. Mary-Ellen Jacobs (Dean of Arts & Sciences)	Arianna Lay (Dir. Center of Academic Transition)	Sharon Carson (Dir., Workforce Programs Dev. & Performance)	Evangeline Velez-Cobb (Instructor of Spanish)
Mary Apolinar (Asst. Prof. of Counseling)	Garry Stovitts-Traina (Chair of Social Sciences)	Steve Hicks (Professor of CISCOSC)	Thomas Murguia, (Academic Program Coordinator)	Vicente Guillot (Chair/Instructor of English Comm., FL, INRW)
Robert Valadez (Assistant Professor of Mathematics)	Amanda Morales (Certified Advisor/Staff Rep.)	Tosca Gonsalves (Electronic & Database Services Librarian)	Paulck Lee (Interim Dean of CTE/Chair of Mathematics)	Brad Chandler (Prof. of Biology)

Names in bold represent members absent.

OTHERS PRESENT:

John Dun (Interim Chair of CISCOSC)	Austin King (Student Rep.)	Ronnie Brannon (Lead Instructor of Logistics Mgmt.)	Veronica Rosas-Talun (Chair of Business, ACT, Logistics, AGR/HORT & Cosmetology)	Laurie Pawelek (Director of Vel. Tech.)
Dolores Zapala (Interim Director of Cosmetology)	Rose Flores (Instructor of Landscape & Turfgrass Mgmt.)	Sylvia de Hoyos (Instructor of ACT)		

Agenda Item	Discussion Information	Decision
<p>1. a. Review and Approval 2/9/17 Meeting Minutes: (presented by Elizabeth Tanner)</p>		
<p>2. a. ACCC Updates: b. AA, AS Updates – Handout: c. ACCC Curriculum Development "DRAFT" Manual 2017/18- Handout: d. Alamo Institutes/Advising Guides, AAS programs Updates: e. THECB Updates: (presented by Elizabeth Tanner)</p>		
<p>3. COMM 2324 – Practicum in Electronic Media – Course Revision: (presented by Dr. Denise Richter)</p>	Replace SLO's to accommodate two courses taught under one rubric. PAC teaches course as Web Design, and SAC teaches course as Photoshop.	
<p>4. COSC 2315 – Data Structures – Course Archive (presented by John Dunn)</p>	Course no longer available in ACGM.	

5. COSC 2415 – Data Structures – Course Archive:	Course no longer available in ACGM.	
6. ITSC 1315 – Project Management Software – Course Archive:	Removal of prerequisite: ITSC 1301 or equivalent	
7. ITSC 1315 – Project Management Software – Course Archive:	Course not taught at PAC.	
8. Cosmetology Esthetician, A.A.S. – Program Revision: (presented by Dolores Zapala)	Changes in description resulting from the institutes work.	
9. Cosmetology Instructor, A.A.S. - Program Revision:	Changes in description resulting from the institutes work.	
10. Cosmetology Nail Technician, A.A.S. – Program Revision:	Changes in description resulting from the institutes work.	
11. Cosmetology Nail Technician Level 1 Certificate – Program Revision:	Changes in description resulting from the institutes work.	
12. Cosmetology Operator, A.A.S. – Program Revision:	Changes in description resulting from the institutes work.	
13. Cosmetology Operator Level 2 Certificate – Program Revision:	Changes in description resulting from the institutes work.	
14. Logistics and Supply Chain Management, A.A.S. – Program Revision: (presented by Ronnie Brannon)	Changes in description resulting from the institutes work.	
15. Logistics Management Level 1 Certificate – Program Revision:	Changes in description resulting from the institutes work.	
16. International Logistics Management Level 1 Certificate – Program Revision:	Changes in description resulting from the institutes work.	
17. Manufacturing Management Level 1 Certificate – Program Revision:	Changes in description resulting from the institutes work.	
18. Transportation Management Level 1 Certificate – Program Revision:	Changes in description resulting from the institutes work.	

<p>19. Warehouse Management Level 1 Certificate – Program Revision:</p>	<p>Changes in description resulting from the institutes work.</p>	
<p>20. Operations Management Advanced Technical Certificate – Program Revision:</p>	<p>Changes in description resulting from the institutes work.</p>	
<p>21. Purchasing Clerk Level 1 Certificate – Program Revision:</p>	<p>Changes in description resulting from the institutes work</p>	
<p>22. Landscape & Turfgrass Equipment Technician Level 2 Certificate – Program Archive: <i>(presented by Rose Flores or Veronica Rosas-Tatum)</i></p>	<p>Archival of level 2 certificate since it has never been taught.</p>	
<p>23. DEMR 1310 – Diesel Engine Testing and Repair I – Course Archive:</p>	<p>Course has never been taught.</p>	
<p>24. DEMR 1316 – Basic Hydraulics – Course Archive:</p>	<p>Course has never been taught.</p>	
<p>25. DEMR 1325 – Small Air Cooled Engines – Course Archive:</p>	<p>Course no longer available in WECM.</p>	
<p>26. DEMR 1401 – Shop Safety and Procedures – Course Archive:</p>	<p>Program has not been offered and no students in the pipeline.</p>	
<p>27. DEMR 1405 – Basic Electrical Systems – Course Archive:</p>	<p>Course has never been taught.</p>	
<p>28. HALT 1327 – Horticulture Equipment Management – Course Archive:</p>	<p>Course has never been taught.</p>	
<p>29. SMER 1331 – Small Engine Tune Up – Course Archive:</p>	<p>Course has never been taught.</p>	
<p>30. SMER 1334 – Small Engine Two Stroke Overhaul - Course Archive:</p>	<p>Course has never been taught.</p>	
<p>31. SMER 2350 – Small Engine Capstone Projects – Course Archive:</p>	<p>Course has never been taught.</p>	
<p>32. Bill and Account Collector Level 1 Certificate – Program Revision: <i>(presented by Sylvia de Hoyos)</i></p>	<p>Changes in description resulting from the institutes work.</p>	
<p>33. Data Entry Technician Level 1 Certificate – Program Revision:</p>	<p>Changes in description resulting from the institutes work.</p>	

34. Virtual Administrative Assistant Level 1 Certificate – Program Revision:	Changes in description resulting from the institutes work.	
35. BMGT 1305 – Communications in Management – Course/New Existing:	Course replacing BMGT 1345 in affected programs.	
36. BMGT 1345 – Communication Skills for Managers – Course Archival:	Course no longer offered in WECM.	
37. POFT 2457 – Certified Professional Secretary Examination Preparation – Course Archive:	Course no longer offered in WECM.	
38. Veterinary Technology A.A.S. – Program Revision: (presented by Laurie Pawelek)	Changes in description resulting from the institutes work.	
39. Veterinary Assistant Level 2 Certificate – Program Revision:	Changes to match the institute advising guides.	

CHAIRPERSON SIGNATURE:  DATE: 03/09/17 NEXT MEETING 04/13/17