

Curriculum Committee Meeting Minutes May 2, 2013

CHAIRPERSON: Dr. Mark Underwood		
MEETING DATE: May 2, 2013	MEETING TIME: 11:00 AM	MEETING PLACE: ESPN 15(UV), DROC 105(DR), EPOC C113 (EP)
RECORDER: Aracely Ruiz		NEXT MEETING: June, 2013 (TBA)

*MEMBERS & OTHERS INVITED:

Name and Title	Name and Title	Name and Title	Name and Title
*Aranda, Romelia Dean of Workforce Training & Dev.	*Fernandez, Luis Registrar	*Lopez, Lorena Director of Counseling	De Hoyos, Elsa Counselor
*Baen, Karen Library Director	*Garcia, Joe Division Chair –Applied Science	*Masterson, Nancy Faculty Representative	Garabedian, Charles Coord. Of Inst. Assessment
*Bermea, Gilbert Associate VP – Eagle Pass Center	*Guzman, Johnny Technical Program Director	Ortiz, Rosalinda Faculty Representative	Gonzales, Hector President
*Buchanan, Connie Division Chair – Business Admin.	*Hernandez, Yvette Director of Financial Aid	*Sanchez, Cheryl Division Chair-Health & Human Serv.	LaRue, Carol Coordinator – OIR
*Burchfield, Jan Faculty Representative	*Kimble, Paul Division Chair - Math	*Tucker, Terri Division Chair – Humanities & Fine Arts	Mata, Margot Outreach Director
*Crawford, Michele Faculty Representative	*Koenig, Robert Division Chair - Science		Ruiz, Aracely VP, Admin. Affairs, Admin. Asst.
*Driskill, Trish Faculty Assoc. Representative	*Lawrence, Harry Division Chair-Social Studies & PE		Sanchez, Damacio Student Recruitment Director
			Thomas, Julie Coordinator - OIR

*MEMBERS & OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
*Baen, Karen Librarian	*Kimble, Paul Division Chair - Math	Ortiz, Rosalinda Faculty Representative
*Buchanan, Connie Division Chair – Business Admin.	*Koenig, Robert Division Chair - Science	*Sanchez, Cheryl Division Chair-Health & Human Serv.
*Burchfield, Jan Faculty Representative	*Lawrence, Harry Division Chair-Social Studies & PE	*Tucker, Terri Division Chair – Humanities & Fine Arts
Fernandez, Luis Registrar	*Lopez, Lorena Director of Counseling	Alejandro, Manuel SWTJC Faculty member
*Guzman, Johnny Technical Program Director	Masterson, Nancy Faculty Representative	De Hoyos, Elsa Counselor
		Ruiz, Aracely VP for Admin. Affairs, Admin. Asst.

AGENDA/MINUTES:

Agenda Item	Item/Discussion/Information	Action
	Meeting was called to order at 11:02 am. Mark Underwood welcomed everyone.	
Item #1 Action	Applied Sciences Course Revision – WLDG 1457– Intermediate Shielded Metal Arc Welding (SMAW) Johnny Guzman Johnny Guzman proposed adding AWS Welder Certification Fee in the amount of \$20.00 to this course.	APPROVED

	<p>Jan Burchfield motioned to accept the changes. Seconded by Connie Buchanan. All in favor; motion approved.</p>	
<p>Item # 2 Action</p>	<p>Math and Science Course Addition– BIOL 2316 – Genetics Dr. Mark Underwood Dr. Underwood proposed adding BIOL 2306 – Genetics to SWTJC’s inventory at the request of a student. Committee members shared concern about setting a precedent by adding a course to benefit one student, questioned if the course was offered by RGC and if so, can student take it there. It was suggested item be re-discussed at June’s meeting, in order to research course availability at RGC. Connie Buchanan motioned to table addition. Seconded by Cheryl Sanchez. All in favor; item tabled.</p>	<p>TABLED</p>
<p>Item # 3 Action</p>	<p>Proposed Revised Core Curriculum Dr. Mark Underwood Dr. Underwood shared the final version of the Proposed Core Curriculum that will be presented to the SWTJC Cabinet for approval. Terri Tucker asked if the core curriculum can be revised once it’s been approved by THECB. Dr. Underwood stated it can be changed once a year. Paul Kimble motioned to accept the changes. Seconded by Gilbert Bermea. All in favor; motion approved.</p>	<p>APPROVED</p>
<p>Item #4 Discussion</p>	<p>Attendance Management Procedure Dr. Mark Underwood Dr. Underwood shared a copy of the proposed Attendance Management Procedure that will be presented for approval to the Service Operations Committee. After short discussion about the proposed changes and how it affects/will affect different college departments, it was recommended to bring item back for discussion at June’s meeting.</p>	
<p>FINAL #5 Wrap up</p>	<p>Motion to adjourn was made by Connie Buchanan Seconded by Cheryl Sanchez All in favor; meeting was adjourned at 11:59 a.m. NEXT MEETING: TO BE ANNOUNCED June (TBA) @ ESPN 15(UV); RM 105 (DR); C113 (EP)</p>	