Members Present: Ms. Sulochani Bhati, Ms. Vaden Fitton, Ms. Frankie Harris-Lyne, Dr. Sam Hill, Dr. Hortense Hinton, Ms. Susan Johnson, Dr. Molly Lynch, Dr. Peter Maphumulo, Ms. Chaiya Ortiz, Dr. Sharon Robertson, Ms. Maria Rynn, and Ms. Mary Zimmerman.

Members Absent: Dr. Ronald Buchanan, Dr. Mark Bumgarner, Dr. John Dever, Mr. Mike Ghorbanian, Ms. Esther Perantoni, and Ms. Dana Roggenbaum.

Guests: Mr. Andrew Cornell, Dr. Nancy Crippen, Dr. Abe Eftekhari, Mr. Sanjay Mishra, Dr. Jennifer Roberts, and Mr. Rob Woodke.

Approval of September 23, 2010 Minutes
The minutes of the September 23, 2010 meeting were approved with one revision.

Revisions to Music Recording Technology Program and Courses
Mr. Sanjay Mishra (MUS, LO) explained that as the new program head, he has completed a comprehensive review of the Music Recording Technology program’s “Purpose” statement in the catalog, the curriculum, and the content summaries for all required MUS courses. The changes he proposes are designed to better prepare students for today’s music recording field. Mr. Mishra stated that the program was so far out of date, it was akin to teaching office skills students to type on a typewriter. Our program still mentioned use of 8-track tapes and focused on analog technology.

Mr. Mishra recommended one change to the curriculum: replacing the ENG 112 College Composition II requirement with a CST elective. Music recording technicians need to be able to communicate well orally.

Although he revised all of the course content summaries to reflect current industry practice, only three course descriptions require revision and so VCCS approval. In each case, the revisions are designed to emphasize digital, rather than analog, recording. The courses to be revised are MUS 140 Introduction to Recording Techniques, MUS 227 Editing and Mixdown Techniques, and MUS 235 Advanced Recording Techniques. Only Virginia Western Community College currently offers any of these courses and they have no objections to the proposed changes. Ms. Fitton asked about the nature of sound and basics of the conversion of analog to digital recording. Mr. Mishra responded that these topics are introduced in MUS 140 and covered in depth in a new MUS 295 course on magnetic tape. It was noted that while the course descriptions do not mention specific software or types of computers, other portions of the summaries do, so course content summaries will need to be kept current.
The Curriculum Committee approved the revised Music Recording Technology certificate curriculum, to be effective Fall 2011. The committee also approved the revisions to the course description portions of the course content summaries for MUS 140, MUS 227, and MUS 235, to be effective Fall 2011.

Discontinuance of the Computer & Electronics Technology AAS and the Electronics Technician Certificate Programs
Dr. Abe Eftekhari (Dean, AN) and Mr. Rob Woodke (MEC, AN) explained why the Annandale Campus recommends that the Computer and Electronics Technology AAS and the related Electronics Technician certificate programs be discontinued. These programs were important in previous decades when electronic equipment was routinely repaired, but now that such equipment is usually replaced rather than repaired, the programs are no longer needed. Dr. Eftekhari noted that these programs are not designed for transfer, but most careers related to the engineering technologies require more than an associate degree in our area. He stated that the Engineering and Computer Science AS degrees are much more useful.

The VCCS Academic Program Viability Review report and data provided by the Office of Institutional Research clearly show low enrollment in ETR courses and very few graduates of either program over the past five years. No full-time faculty are assigned exclusively to ETR. Both faculty members who were assigned to ETR have been reassigned to different disciplines in which they are qualified. The space occupied by the electronics programs will be used to meet the needs of the expanding Engineering program. Dr. Eftekhari reported that the advisory committee for the two electronics programs supports their discontinuance.

No ETR courses would be removed from the catalog at this time so that the division may offer them as needed to help students graduate. The Manassas Campus has experimented with offering selected ETR courses, but the response to these offerings has been limited. Still, the courses will be available should a particular employer request that the courses be offered for their workforce.

The Curriculum Committee approved the proposal to discontinue the Computer and Electronics Technology AAS and the Electronics Technician certificate programs, to be effective Fall 2011.

Discontinuance of the Massage Therapy Career Studies Certificate at MEC
Mr. Andrew Cornell (Dean, MEC) stated that after meeting with Dr. Dever, the provosts of the Medical Education and Woodbridge Campuses recommend that the Massage Therapy career studies certificate be discontinued at the Medical Education Campus. Mr. Cornell noted that the Massage Therapy program is a surprisingly poor fit with the Physical Therapist Assistant program. He explained that in Virginia, the Board of Nursing licenses massage therapy.

Dr. Nancy Crippen (PED, WO) outlined the history of the Massage Therapy program. At the request of the former WO provost, Dr. Crippen developed the program after talking with colleagues who offered Massage Therapy at Dabney S. Lancaster Community College. She has graduated from our program and is a licensed massage therapist.
No full-time MEC faculty member is assigned to coordinate the program and the space currently used by Massage Therapy is needed for other programs. Massage Therapy does not generate enough enrollments to justify offering it at both campuses. The provosts agreed that beginning in Spring 2011, WO will be responsible for program administration. Dr. Crippen will coordinate it and will supervise all adjuncts.

The Curriculum Committee approved the proposal to discontinue the Massage Therapy career studies certificate at the Medical Education Campus, to be effective Spring 2011.

Mr. Cornell stated that there is a need to examine the use of the Health (HLT) prefix for courses such as those in Massage Therapy. Some courses are taught by PED faculty, while others are taught by allied health faculty. It is confusing and college-wide oversight is needed.

**Curriculum Procedures Manual**

Committee members requested no changes to the draft *Curriculum Procedures Manual*, but offered several suggestions for alternative ways to disseminate some of the information contained therein. Portions of the manual could be sent as a Word document to cluster chairs so they can copy segments of interest to their clusters. The manual could be made available at campus welcome-back meetings or Dr. Robertson could discuss curriculum basics at Convocation. In addition to being sent to deans and provosts, it should be distributed to assistant deans and program heads and to adjuncts who have curriculum responsibilities.

Dr. Hill noted that campuses often do things differently and that having faculty serve at two campuses as Ms. Ortiz does helps to highlight those differences. Dr. Maphumulo added that provosts can reinforce a culture of following the *Curriculum Procedures Manual* and remembering that it is a living document.

It was agreed that, although the current pdf format used on the web makes the manual somewhat accessible, posting it in a more easily searched format such as the one used for the *Faculty Handbook* would make the manual easier to use. Ms. Fitton volunteered to help index the *Curriculum Procedures Manual* and *Faculty Handbook* to improve their utility.

In addition to distributing the manual as a whole, the committee suggested that Frequently Asked Question (FAQ) documents could be prepared to summarize responses to common questions. Examples included FAQs on how to create or revise courses, how to develop a course content summary, or how to develop a new program. These would be structured like ELI’s “Who You Gonna Call” information. Committee members offered to send ideas for FAQs to Dr. Robertson, who will develop the FAQs and send them to division administrative assistants and have them posted on the web.

**Psychology Discipline Review Readers**

Dr. Roberts stated that the Psychology discipline review report has been sent to deans and provosts. She should have their comments soon. If there are no major concerns, Dr. Roberts will send the document to Dr. Robertson to forward to the Readers, Ms. Bhati and Ms. Johnson.