

*Cisco College*  
*Curriculum Committee*  
*Meeting Agenda*  
September 19, 2019  
3:00 pm

Meeting Location: Zoom rooms

Chair: Rick Marks

Members: Mike Marks, David Trussell, Cassie Bryan, Brandi Terry, Roland Stroebel, Al Clausen,  
Jared Reynolds, Janie Brixey, Randall Miller, and Linda Spetter.

Ex Officio Members: Carol Dupree, Shirley Dove, Heather Hicks, Laura White, Deborah Castleman, Kam  
Zinnser

- I. Call To Order
- II. Acknowledge Members Present
- III. Approval of Minutes from Last Meeting – May 9, 2019
- IV. Tabled items
  - a. None
- V. Old Business
  - a. None
- VI. New Business
  - a. Allied Health
    - i. Medical Assisting Program:
      - a. Request to drop ITSC 1301 and replace it with BCIS 1305 to both the Level II Certificate and the AAS degree.
  - b. Workforce & Economic Development:
    - i. Child Care Technology:
      - a. Request to add EDUC 1301 as an elective to both the Level II Certificate and the AAS degree.
  - c. Industrial Technology:
    - i. Criminal Justice
      - a. Request to replace CJSA 1325 with CJCR 2324/CRIJ2301 to both the Level II Certificate and the AAS degree.
      - b. Request to add CJSA 1325 as an approved elective to both the Level II Certificate and the AAS degree.
  - d. Consider adding the Core Completion Form to required documents
- VII. Set date and time for next meeting
- VIII. Adjournment

# **Cisco College Curriculum Committee Meeting Minutes**

Meeting Location: Zoom Room in Abilene and Cisco

Date: September 19, 2019

Start Time: 3:05 P.M.

Attendees: Rick Marks, Marvella Starlin, Kam Zinsser, Deborah Castleman, Brandi Terry, Al Clausen, Mike Marks, Jim Berry, Janie Brixey, David Trussell, Carol Dupree, Randall Miller, Shirley Dove, Debra Slaton, Roland Stroebel, Cassie Bryan, Jared Reynolds & Laura White.

## **Agenda items**

- I. Rick Marks calls to order
- II. Members Present Acknowledged
- III. Minutes from May 9, 2019 reviewed.
  - On page 2, under [Motion], PSYC number needs to be updated from 1330 to 2330. Under discussion, Terra Dupree name needs to be updated to Terra Bartee.
- **[Motion]** Make appropriate updates to minutes from May 9, 2019 and approval.
  - Roland Stroebel makes motion & Mike Marks seconds motion
  - All members in favor accept
- IV. Tabled items
  - a. None
- V. Old Business
  - a. None
- VI. New Business
  - a. Allied Health
    - i. Medical Assisting Program:

a. Request to drop ITSC 1301 and replace it with BCIS 1305 to both the Level II Certificate and the AAS degree.

- **Discussion:**

- Marvella Starlin: Looking to replace ITSC 1301 with BCIS 1305 as it provides more useful information for the students to utilize in the field. It will not change hours. Three hours remain.
- Kam Zinsser: BCIS 1305 includes word and excel. Do they need that in the field?
- Marvella Starlin: Yes.
- Rick: ITSC 1301 has it too.
- Kam Zinsser: What are the differences?
- Marvella Starlin: BCIS 1305 focuses on a business atmosphere which ultimately benefits the students by learning productivity, spreadsheets, and data bases. All that will be utilized in a doctor's office. ITSC 1301 does not cover the same aspects.
- Members: They are very similar courses. ITSC 1301 is not offered as frequently which has been one of the problems. BCIS 1305 is offered more consistently.

- **[Motion] a.** Request to drop ITSC 1301 and replace it with BCIS 1305 to both the Level II Certificate and the AAS degree.

- David Trussell makes motion and Cassie Bryan seconds motion
- All members in favor accept

**b. Workforce & Economic Development:**

**i. Child Care Technology:**

**a.** Request to add EDUC 1301 as an elective to both the Level II Certificate and the AAS degree.

- **Discussion:**

- Debra Slaton: Add EDUC 1301 as an elective option. It will not change the hours, it would just provide transferable flexibility.
- Carol Dupree: Both of the changes came about in the fall as a result of financial aid. Financial aid will not pay for classes that are not in the degree plan exactly. It's a new rule.

- **[Motion] a.** Request to add EDUC 1301 as an elective to both the Level II Certificate and the AAS degree.
- Roland Stroebel makes motion and Brandi Terry seconds motion
- All members in favor accept

**c. Industrial Technology:**

**i. Criminal Justice**

- a. Request to replace CJSA 1325 with CJCR/CRIJ2301 to both the Level II Certificate and the AAS degree.
- b. Request to add CJSA 1325 as an approved elective to both the Level II Certificate and the AAS degree.

- **Discussion:**

- Jim Berry: The ACGM previously indicated only five criminal justice courses listed in the transferability list. This year, while redoing the syllabi, four additional courses were added to the ACGM. CRIJ 2301 needs resources and corrections. In the past, CRIJ 2301 has been listed as an approved elective and now it is placed as a transferable course. Request includes the removal of CJSA 1325 which is not in the ACGM list and make it the approved elective. CRIJ 2301 is a combination of a technical and academic course, and should be moved to the degree plan. No loss of course content since CJSA 1325 is the same course as Crime in America. Same textbooks can also be used.
- **[Motion]** a. Request to replace CJSA 1325 with CJCR/CRIJ2301 to both the Level II Certificate and the AAS degree.  
  
b. Request to add CJSA 1325 as an approved elective to both the Level II Certificate and the AAS degree.
- Jared Reynolds makes motion and David Trussell seconds motion.
- All members in favor accept.

d. Consider adding the Core Completion Form to required documents

- **Discussion:**

- Carol Dupree: A more thorough format needs to be submitted
- Jared Reynolds: The form should provide the framework
- Brandi Terry: Every University or College has this format posted on their website, Cisco College does not. All the components of the format will help determine if each course meets the objectives and criteria for the core.
- Kam Zinsser: Information needs to be very detailed and specific. What it's done in the classroom needs to match the course components.
- Jared Reynolds: More process needs to be added. Process of the activity needs to explain how it incorporates the objective.
- **[Motion]** a. Request to replace CJSA 1325 with CJCR/CRIJ2301 to both the Level II Certificate and the AAS degree.
- Jared Reynolds makes motion and Brandi Terry seconds motion.
- All members in favor accept.

VII. Set date and time for next meeting

- Committee agrees on October 31, 2019 at 3 PM.

VIII. Adjournment

- At 3:31 P.M.