



**CMU Tech Curriculum Committee  
Meeting Minutes  
November 14, 2023  
Building B Room 150**

**Members Present:** Carolyn Ferreira-Lillo, Jason Roberson, Karrie Stanfill, Stephanie Stelljes, Scott Andrews

**Members Absent:** Wayne Smith

**Ex-Officio Members:** Janel Davis, Maggie Bodyfelt, Christi Hein, Tracie Seurer, John Stewart, Lisa Bessette, Morgan Bridge

**Recording Secretary:** Carrie Moore

Vice Chair Ferreira-Lillo called the meeting to order at 3:34 pm

**I. Announcements**

A. None

**II. Unfinished Business**

A. None

**III. Ex-Officio Reports**

A. Associate Vice President of Academic Affairs for Assessment and Accreditation  
i. Nothing to report.

B. Registrar's Office Maggie Bodyfelt  
i. Nothing to report.

C. Financial Aid John Stewart  
i. Nothing to report.

D. Librarian Tracie Seurer  
i. Nothing to report.

E. Catalog Description Reviewer Johanna Varner  
i. Nothing to report.

F. Essential Learning Scott Andrews  
i. Nothing to report.

**II. Curriculum Proposals**

Please see page 3 for a summary of curriculum proposals with the Committee action for each proposal.

**III. Information Items**

A. Deadline to submit proposals to CIM is December 22, 2023.

**IV. New Business**

A. None.

Jason Roberson motioned to adjourn the meeting, with a second from Stephanie Stilljes. With no objections from the committee, Vice Chair Ferreira-Lillo adjourned the meeting at 3:56 pm.

## CMU Tech Curriculum Committee Proposals November 14, 2023

### Effective Term - Summer 2024

### Programs

The following is a summary: Additional information can be found on the individual curriculum proposals.

Title	Degree	Committee Action	Motion   Second
<b>1119: Transportation Services: Light Duty Auto Tech Foundation I</b>	TCT	<b>Program Modification - Approved to shred (change not needed)</b>	<b>Roberson   Stanfill</b>

**CMU Tech CC Discussion:** The changes that are being proposed already appear in the current catalog and are not needed. Approved to shred the proposal.

<b>1199: Entry-Level Pharmacy Technician</b>	TCT	<b>Program Modification - Approved</b>	<b>Roberson   Stilljes</b>
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**CMU Tech CC Discussion:** Moving PHTE 112 from Fall to Spring enables students to register for full time status and qualify for financial aid. Without this change, students will be short hours, and therefore not registered as a full time student.

Change Item Description	Department Justification
List all proposed changes to the program:	Move PHTE 112 from Fall to Spring in the suggested course plan.

<b>1399: Pharmacy Technician</b>	AAS	<b>Program Modification - Tabled</b>	<b>Roberson   Stilljes</b>
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**CMU Tech CC Discussion:** This proposal was tabled for further clarification on prerequisites.

### Effective Term - Summer 2024

### Courses

The following is a summary: Additional information can be found on the individual curriculum proposals.

Title	Credits	Committee Action	Motion   Second
<b>ELCE 150: DC Circuit Fundamentals</b>	4	<b>Course Modification - Approved</b>	<b>Stilljes   Stanfill</b>

**CMU Tech CC Discussion:** 1. Changing the classification of instructional activity from Lecture/Lab: Vocational/Technical to Mixed Instructional Method more accurately reflects the course activities students can expect to take place. 2. Updating Math 107 to Math 108 in the prereq to match the AAS and certificate degrees.

Change Item Description	Old	New
Type of Instructional Activity:	Lecture/Lab: Vocational/Tech	Mixed Instructional Method
Total Contact Hours:	6	5

Academic engagement minutes per term:	4500	3750
Student preparation minutes for a term:	4500	5250
Prerequisites:	MATH 107 or higher (may be taken concurrently)	MATH 108 or higher (may be taken concurrently)

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<b>ELCE 155: AC Circuit Fundamentals</b>	<b>4</b>	<b>Course Modification - Approved</b>	<b>Roberson   Stanfill</b>
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**CMU Tech CC Discussion:** 1. Changing the classification of instructional activity from Lecture/Lab: Vocational/Technical to Mixed Instructional Method more accurately reflects the course activities students can expect to take place. 2. Change terms course is offered to accurately reflect when course is taught. 3. Topical Course Outline updated to better reflect course content as currently taught.

<b>Change Item Description</b>	<b>Old</b>	<b>New</b>
Type of Instructional Activity:	Lecture/Lab: Vocational/Tech	Mixed Instructional Method
Total Contact Hours:	6	5
Academic engagement minutes per term:	4500	3750
Student preparation minutes for a term:	4500	5250
Please indicate the semester(s) in which the course will typically be offered:	Fall	Spring

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<b>PHTE 112: Pharmacy Law and Ethics</b>	<b>2</b>	<b>Course Modification - Approved</b>	<b>Roberson   Stanfill</b>
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**CMU Tech CC Discussion:** PHTE 112 will be offered Spring semester so that PHTE 114 can be offered Fall semester. Swapping semesters for these 2 courses allows for students to be full time in the spring and be able to qualify for financial aid. As it currently stands, students will be one credit hour short for full time status to qualify for financial aid in the spring.

<b>Change Item Description</b>	<b>Old</b>	<b>New</b>
Please indicate the semester(s) in which the course will typically be offered:	Fall	Spring