Present: Kay Vespie, Beth Moore (Ex officio member), Sherri Todd, Savanna Garrity, Don Lomache

Absent: Mike Melton, Sarah Oglesby, Dawn Chumley, Chantay Stallins
Mike Melton had notified that he would not be present & would be sending his comments to the Chair.

A quorum was not present.

I. Call to Order
The meeting was called to order by Chair Kay Vespie at 1:30 pm. Since a quorum was not present, information will only be presented with no votes being taken.

II. Additions to Agenda
The following additions were made to the agenda:
BIO 113 & Modules added at the end of agenda.

III. Approval of Minutes October 30, 2009
The minutes were approved with no edits by Chair Kay Vespie.

IV. New Business – Review and Feedback

A. Agricultural Technology (System Committee)
   1. Curriculum Development
      a. Certificate
         1) Agricultural Technician
      b. Associate in Applied Science
         1) Agricultural Technology
Mike Melton was assigned & was absent; will send comments to Chair Kay Vespie.

B. Applied Engineering Technology (West KY CTC)
   1. Course
      a. AET 120 – Power Electronics - Revision
   2. Curriculum Development
      a. Certificate
         1) Robotics Sensor Technician
         2) CAD/CAM Technician
      b. Associate in Applied Science
         2) Applied Engineering Technology
            a) Automated Manufacturing Specialization
            b) Electromechanical Systems Specialization
            c) Mechatronic Systems Specialization
            d) Electronics Engineering Specialization
            e) PLC Programmer Specialization
            f) Instrumentation Specialization
            g) Alternative Energy Specialization

This package was dropped from the agenda & will not be reviewed.

C. Biology (System Committee)
   1. Courses
      a. BIO 295 – Independent Investigation in Biology – Minor Revision
      b. BIO 299 – Selected Topics in Biology: (Topic) – Minor Revision

Dawn Chumley was absent & did not send information to Chair Kay Vespie.

D. Business Management and Marketing (Bluegrass CTC)
   1. Curriculum Development
      a. Certificates
         1) Equine Management
         2) Pre-Brokerage Management
         3) Real Estate Pre-licensing
      b. Associate in Applied Science
         1) Business Management and Marketing
            a) Management Option
            b) Marketing and Retailing Option
c) Real Estate Management Option  
d) Equine Business Management Option  

Savanna Garrity reviewed & approved changes for this revision. No edits.  

E. Criminal Justice (System Committee)  
   1. Courses  
      a. CJ 107 – Introduction to Firearms – Minor Revision  
      b. CJ 218 – Police Supervision – Minor Revision  
      c. CJ 276 – Criminology – New  
   2. Curriculum Development  
      a. Certificate  
         1) Computer Forensics  
      b. Associate in Applied Science  
         1) Criminal Justice  
            a) Criminal Justice Option  
            b) Law Enforcement Option  
            c) Corrections Option  
            d) Security and Loss Prevention Option  

Sherri Todd reviewed. Edits involved minor typographical errors only.  

F. Education (System Committee)  
   1. Curriculum Development  
      a. Certificate  
         1) Paraeducator  
      b. Associate in Applied Science  
         1) 2+2 Teacher Education Option  
         2) 2+2 Teacher Preparation Option  

Sarah Oglesby was absent & sent information to Chair Kay Vespie. No problems with this package.
G. General Courses (System Committee)
   1. Courses
      a. GEN 100 – Introduction to College
      b. GEN 102 – Foundations of Learning

Sarah Oglesby was absent & sent information to Chair Kay Vespie. Minor edits with GEN 100 credit/contact hours & state reasons for changes in Justification.

H. Interdisciplinary Early Childhood (System Committee)
   1. Courses
      a. IEC 101 – Orientation to Early Childhood Education – Minor Revision
      b. IEC 102 – Foundations of Early Childhood Education – Minor Revision
      c. IEC 120 – Health, Safety and Nutrition – Minor Revision
      d. IEC 125 – Children with Complex Medical Conditions: - New
      e. IEC 130 – Early Childhood Development – Minor Revision
      f. IEC 135 – Complex Medical Conditions in Early Childhood Settings – New
      g. IEC 145 – Therapies for Complex Medical Conditions – New
      h. IEC 170 – Observation and Assessment – Minor Revision
      i. IEC 180 – Approaches to Early Childhood Education Curriculum – Minor Revision
      j. IEC 190 – Applied Experiences in Early Childhood Education – Minor Revision
      k. IEC 200 – Child Guidance – Minor Revision
      l. IEC 210 – Families and Communities in Early Childhood Education – Minor Revision
      m. IEC 216 – Literacy and Language in IECE – Minor Revision
      n. IEC 230 – Business Administration of ECE Programs – Minor Revision
      o. IEC 235 – Introduction to Inclusive Education – Minor Revision
      p. IEC 240 – Administration of Early Childhood Education – Minor Revision
      q. IEC 246 – Sciences and Math in IECE – Minor Revision
      r. IEC 250 – School Age Child Care – Minor Revision
      s. IEC 260 – Infant and Toddler Education and Programming – Minor Revision
      t. IEC 291 – IECE Practicum/Cooperative Education – Minor Revision
u. IEC 299 – Special Topics in Early Childhood Education – Minor Revision

2. Curriculum Development
   a. Certificates
      1) Interdisciplinary Early Childhood Technical Studies
      2) Child Care Assistant
      3) Kentucky Child Care Provider
      4) Early Childhood Administrator
      5) School Age Child Care
      6) Complex Medical Need in Interdisciplinary Early Childhood (NEW)
   b. Diploma
      1) Interdisciplinary Early Childhood
   c. Associate in Applied Science
      1) Interdisciplinary Early Childhood

Sarah Oglesby was absent & sent edits to Chair Kay Vespie. They are creating new certificate & a few new courses. One course needs rationale for old textbook.

I. Information Management and Design (Bluegrass CTC)
   1. Curriculum Development
      a. Certificates
         1) Library Information Technology
         2) Graphic Design
         3) Web Design
      b. Associate in Applied Science
         1) Information Management and Design
            a) Computer Office Technologies Option
            b) Graphic Design Option
            c) Web Design Option
            d) Library Information Technology Option

Savanna Garrity reviewed & presented package. Two new certificates were created to program & looked good.

J. Manufacturing Engineering Technology (Gateway CTC)
   1. Courses
      a. MFG 125 - Fundamentals of Mechatronics A – New
      b. MFG 130 – Fundamentals of Mechatronics B – New
      c. MFG 135 - Fundamentals of Mechatronics – New
      d. MFG 175 – Lean Operations – New
2. Curriculum Development
   a. Certificates
      1) Integrated Manufacturing Technologies
      2) Quality Control
      3) Operations Management
      4) Exploratory Machining
      5) Fundamentals of Mechatronics (NEW)
   b. Associate in Applied Science
      1) Manufacturing Engineering Technology

Don Lomache reviewed package & presented information. A new certificate is created. Course duplication concerns were expressed within the curriculum. Competencies under Lean Simulation modular course need to match outlines.

K. Medical Information Technology (System Committee)
   1. Course
      a. Medical Records and Data Management – Revision
      b. 

Don Lomache reviewed course & presented information. One competency is being added & one item is added to the outline.

L. Music (Hazard CTC)
   1. Course
      a. MUS 223 – Music for Elementary Teachers – New

Sherri Todd reviewed & presented information. This course is being piloted now for transfer to Morehead State University. Suggestion is to send through System Music committee for review.

M. Nursing Assistant (Hopkinsville CC)
   1. Courses
      b. NAA 1001 – Nursing Assistant in the Long Term Care Setting – Modular Credit Course – Revision

      b. NAA 1002 – Nurse Aide Skills Laboratory – Modular Credit Course – Revision

      c. NAA 1003 – Nurse Aide Clinical Rotation – Modular Credit Course – Revision
d. NAA 1004 – Assisting with Care Needs – Modular Credit Course – Drop  
e. NAA 1005 – Nurse Aide Skills Laboratory – Modular Credit Course – Drop  
f. NAA 1006 – Nurse Aide Clinical Rotation – Modular Credit Course – Drop

**Chantay Stallins** was absent & sent no edits on this package to Chair Kay Vespie. Information looked fine.

N. **Nursing – Associate Degree (Jefferson CTC)**

1. Course
   a. NSG 246 – Nursing Four – Minor Revision

**Chantay Stallins** was absent & sent information to Chair Kay Vespie. No problems were found.

O. **Physics (System Committee)**

1. Courses
   a. PHY 151 – Introductory Physics I – Revision  
   b. PHY 152 – Introductory Physics II – Revision  
   c. PHY 160 – Physics and Astronomy for Elementary Teachers – Revision  
   d. PHY 161 – Introductory Physics Laboratory I – Revision  
   e. PHY 162 – Introductory Physics Laboratory II – Revision  
   f. PHY 172 – Physics for Health Sciences – Revision  
   g. PHY 201 – College Physics I – Revision  
   h. PHY 202 – College Physics Laboratory I – Revision  
   i. PHY 203 – College Physics II – Revision  
   j. PHY 204 – College Physics Laboratory II – Revision  
   k. PHY 211 – General Physics – Drop  
   l. PHY 213 – General Physics – Drop  
   m. PHY 231 – General University Physics I – Revision  
   n. PHY 232 – General University Physics II – Revision  
   o. PHY 241 – General University Physics Laboratory I – Revision  
   p. PHY 242 – General University Physics Laboratory II – Revision

**Dawn Chumley** was absent & sent no information to Chair Kay Vespie.
P. Psychology (System Committee)
   1. Course
      a. PSY 223 – Developmental Psychology – Revision

   Mike Melton was assigned & was absent; will send comments to Chair Kay Vespie.

Q. Surgical First Assisting (Madisonville CC)
   1. Courses
      a. SUR 295 – Surgical First Assistant Clinical – Revision
      b. SUR 296 – Surgical First Assistant Practicum – New
   2. Curriculum Development
      a. Certificate
         1) Surgical First Assisting
      b. Associate in Applied Science
         1) Surgical First Assisting

   Mike Melton was assigned & was absent; will send comments to Chair Kay Vespie.

   This package was reviewed by the local committee previously since it is a local program only.

R. Biology 113/Modules

   Copies of information were given to all members present. Chair Kay Vespie asked for all to review & send her edits by email.

   Savanna Garrity questioned contact hours on 1131 module. The module outlines need typos corrected. Suggested resources are not current.
V. Old Business – Review and Feedback

N. Mathematics (Southeast KY CTC)

1. Courses
   a. MT 0551 – Whole Numbers – Modular Credit Course – New
   c. MT 0552 – Fractions – Modular Credit Course – New
d. MT 0553 – Decimals and Percents – Modular Credit Course – New
e. MT 0554 – Signed Number Arithmetic – Modular Credit Course – New
   f. MT 0555 – Formulas and Measurement – Modular Credit Course – New
g. MT 0556 – Tables and Graphs – Modular Credit Course – New
   h. MT 0651 – Measurement – Modular Credit Course – New
   i. MT 0652 – Algebraic Expressions – Modular Credit Course – New
   j. MT 0653 – Linear Equations and Inequalities – Modular Credit Course – New
   k. MT 0654 – Graphing – Modular Credit Course – New
   l. MT 0655 – Polynomials and Exponents – Modular Credit Course – New
   m. MT 0656 – Beginning Factoring – Modular Credit Course – New
   n. MT 1201 – Intermediate Factoring – Modular Credit Course – New
   o. MT 1202 – Rational Expressions – Modular Credit Course – New
   p. MT 1203 – Graphs and Functions – Modular Credit Course – New
   q. MT 1204 – Linear Systems – Modular Credit Course – New
   r. MT 1205 – Radical Expressions and Functions – Modular Credit Course – New
   s. MT 1206 – Quadratics Equations and Functions – Modular Credit Course – New

Dawn Chumley was absent & information was not sent to Chair Kay Vespie.

VI. New Business – Action

O. General Education

1. Course
   a. IMD 100 - Introduction to Information Systems – General Education – Computer Literacy

Savanna Garrity reviewed course. Problems were discussed with offering general education status for this course. No resources were provided on the form.
VII. Announcements

There is no meeting scheduled on the PTA Program for February 26, 2010. This will be a System Committee package, not a local package.

The meeting for Cycle D is March 19, 2010 at 1:15pm. The location is to be determined.

VIII. Adjournment

The meeting was adjourned by Chair Kay Vespie at 2:40pm.

Submitted by: Beth Moore, Recorder