

**sDraft Minutes**  
**Sub-Committee on Curriculum**  
**January 17, 2019**  
**3:30 p.m. in M2-34**

Attendance: Pam Carter, Administrative Appointee; Mary Anne Celenza, Administrative Appointee; Waverly Coleman, Administrative Appointee; Chae Sweet, Administrative Appointee; Amy Birge, Administrative Alternate; Bianca Cummings, Administrative Alternate; Jennifer Roberts, Administrative Alternate; Lynne Sutherland, Administrative Alternate; David Prejsnar, Faculty Delegate; Joel Tannenbaum, Faculty Delegate; Melissa Altman-Traub, Faculty Delegate; Simone Zelitch, Faculty Delegate; Nicole Duncan-Kinard, Faculty Alternate; Cynthia Paul, Faculty Alternate; Charles Hines, Student Delegate; Anne Cecil, Guest; Lynsey Madison, Guest; Paula Behrens, Guest.

**I. Call to Order**

Joel Tannenbaum called the meeting to order at 3:30.

**II. Attendance**

An attendance sheet was circulated, and those present introduced themselves and their roles on the committee and at the college.

**III. Approval of Minutes: 12/13/18**

Pending technical corrections, the minutes from 12/13/18 were approved.

**IV. Old Business**

a. None

**V. New Business**

**Programs for Review:**

1. Facility Management, revision

Paula Behrens explained revisions to the Facilities Management program. That program began in 2008, with two concentrations, Construction and Design which subsequently became separate programs. An audit determined that the two should be a single program again with two concentrations. The proposed program revision does this, and contains no changes in courses or requirements, though there are changes in course sequence. In addition, as the revised program can not have the same name, it will be called Facilities Management-General. In addition, there are some changes in order of the Program Learning Outcomes, as well as separate PLOs for the concentrations. Finally, the designation of MATH 137 Geometry for Design or higher includes a note to consult with transfer agreements; many transfer partners require Calculus.

It was suggested that the name of the program be changed from Facility Management to Facilities Management, as is the case at other schools. In addition, the group reviewed pre-requisites and concurrent courses in the ADC program and made suggestions and corrections. For example, a certificate program is mentioned on page 15 although no certificate currently exists. Behrens stated that this language, as well as language about applying for graduation in Semester 4, is boiler-plate, and thus unlikely to be revised.

A motion was made to recommend approval of the revision of the Facility Management with recommended suggestions. The motion was approved unanimously

## 2. Fashion Merchandising, new

Anne Cecil described the proposed new program in Fashion Merchandizing. She had directed Drexel's Fashion Merchandizing program and still adjuncts there, and as she developed the proposal for a program here, she did research in the community. There are many new retail spaces opening or under development in center city. 76% are independent retailers, and those business owners will need help. She also looked at job prospects, and found that graduates can earn up to \$44,000 a year with opportunities to move up quickly. In addition, some national retailers will pay for employees to earn a B.A. in the field.

The program will include a foundation in textiles, soft skills and design skills, as well as an internship. Students will leave with one to two years of experience in the field, and will be able to initially practice in a safe environment. Work experience is planned for all four semesters of the degree, including an online store and pop-up retail shop onsite. The program will also include a writing and research component.

Those present asked about whether MATH 137 Geometry for Design could be included; A. Cecil said that the Foundational Math department was working on a course specific to retail. She also confirmed that there were still fashion design programs at Philadelphia University, Moore College of Art and Drexel which could serve as potential transfer partners. In addition, she is arranging for guaranteed internships in Philadelphia. A. Cecil was also asked about the Communications courses selected for the program. ENGL 117 clearly fit because of the importance of group dynamics, but she might consider replacing ENGL 115 Public Speaking with ENGL 116 Interpersonal Communication. A. Cecil was also asked about whether there was a rationale for ENGL 101 not to be immediately followed by ENGL 102; she replied that the courses in semesters needed to be taken as a block. In addition, she acknowledged that many students would not be full-time, but because of the pre-requisites, they would still need to take the courses in sequence. Finally, she was asked whether those who already work in the field could apply that work experience to the curriculum. She said they could.

A motion was made to recommend approval of the A.A.S. Fashion Merchandising and Marketing Program with recommended suggestions. The motion was approved unanimously

### 3. Tourism and Hospitality Management, new

Lindsay Madison explained that two programs, Culinary Arts, and Hospitality Management, were not meeting the needs of students who planned careers in management. Therefore, the hope was to retire the current A.A.S. in Hospitality Management and create a new A.A. which would add new, relevant courses. Eight hours in the old program that were not transferable would be eliminated, and new, relevant courses would be added, including a lab course: THM 276 Food and Beverage Management. The new degree would have a certificate component, and could lead to job possibilities if students earned only the A.A., but it could also transfer to area colleges with a B.A. in the field.

Those present considered technical questions, such as repeated language, or other minor errors as well as the need to spell out acronyms. The document had gone through many iterations, and Curriculum Facilitator Amy Birge described L. Madison as a “superhero.”

A motion was made to recommend approval of the A.A. in Tourism and Hospitality with recommended suggestions. The motion was approved unanimously

The meeting adjourned at 4:30.

Respectfully submitted,

Simone Zelitch