

CAAC Minutes: 2025-2-18

2 p.m. Feb. 18, 2025

Student Center 211A — Covestro

Present: Roshele Friudenberg, Jodi Rodriguez, John Elliot, Vicky Hart, Nicole Tunmire, Ed Koretz, Michael Carson, Alexa-Marie Ramirez, Janena Norris, Christine Miller, Gaby Villanueva, Fran Parent, Lara Capson, Carl Husband, Brian Knight, Joseph Queyquep, Paul Allen, Tolley Reeves

1. **Call to Order: 2:01**

2. **Approval of Minutes**

John motioned to approve minutes. Karen seconded.

3. **Officer Reports**

a. CAAC Chair: Alexa-Marie Ramirez

Alexa created checklist for CAAC submission process. Karen liked the checklist, but she felt Division Chairs still need CAAC training this summer. Dr. Norris said that the checklist can be posted on Campus SharePoint. John says they need a type of request list and description. Alexa will add request key.

b. CAAC Vice-Chair: Roshele Friudenberg

Nothing to report

c. CAAC Secretary: Michael Carson

Nothing to report

4. **Informational Items — Administration**

a. Provost/SACS Liaison: Douglas Walcerz

Not present

b. AVP of Academic Affairs: Janena Norris

Nothing to report

c. AVP of Student Affairs: Scott Bennett

Not present

d. AVP of Transfer & Educational Partnerships: Marissa Moreno

Not present

e. Director of Advising & Transfer Partnerships: Sarah Tidwell

Not present

f. Director of Guided Pathways: Nicole Tunmire

Nicole said that the Huntsville campus will be submitting numerous CAAC items for the April meeting.

g. Registrar: Carl Husband

Nothing to report

h. Academic Honesty Committee: Paul Arrigo

Not present

5. **Old Business**

a. Joseph M. Queyquep

Below items were tabled in a previous meeting because they lacked proper documentation. They now have the proper documentation. CAAC committee members are encouraged to include minutes on all documentation and to make use of the note function on the CAAC submission process to summarize requests.

i. 1982— Degree Plan: Process Piping Design (AAS – PPD2)

Motion to discuss. Approved. Joseph explained that degree plan change will allow for drafting new courses. Alexa called a vote. Unanimously approved.

ii. 1983— Degree Plan: Mechanical Technology (Cert. MET1)

Motion to discuss. Approved. Goal is to update sequence and certificate. Alexa called a vote. Approved unanimously.

iii. 1984— Degree Plan: Computer-Aided Drafting and Design - Advanced Technology (Cert. DS1)

iv. 1985— Degree Plan: Computer-Aided Drafting and Design Technology (AAS - DT2)

Motion to discuss. Joseph explained that it is similar to the previous request. This will update the computer certificate. They will be adding an additional course. Alexa called a vote. Both approved unanimously.

v. 1993— Replace Course: IEIR 1302

Motion to discuss. They will be replacing a dead course with a new course (1302 with ELPT 1411). Carl asked if the move from three to four credits will change first semester credit hours. Joseph said it would. Alexa asked when the department gave the course last. Joseph said it was 6 years ago. Alexa called a vote. Motion approved unanimously.

vi. 1994— Replace Course: INTC 1312

Motion to discuss. Joseph said this would be the same as 1993. Alexa called a vote. Motion approved unanimously.

vii. 1995— Discontinue Course: IEIR 1302

viii. 1996— Discontinue Course: INTC 1312

Motion to discuss. Wally emailed on Jan 29th to say that these two need to be discontinued. Committee member asked if 1302 is still active. 1302 dropped in 2019. Alexa called a vote. Both approved unanimously.

ix. 1997— Degree Plan: Process Instrumentation and Electrical Design (Cert. PIED1)

x. 1998— Degree Plan: Process Instrumentation and Electrical Design (Cert. PIED1)

Joseph said that this will update the certificate and replace dead courses with those in request. Jodi said that 1993/1994 took care of this already. Request withdrawn.

xi. 1999— Miscellaneous: Process Instrumentation & Electrical Design Certificate of Completion -Change to Level 2 Certificate

Motion to discuss. Approved. Joseph explained that they will be changing the certificate from Level 1 to 2 to keep up with TSI requirements. Motion to discuss. Approved unanimously.

b. Bryant Dyer

i. 2039—New Course: OSHT 2320

Motion to discuss. Approved. New, already approved, course that needs to be added to catalog. Motion to discuss. Approved unanimously.

ii. 2040—New Course: EPCT 1341

Motion to discuss. Approved. New, already approved, course that needs to be added to catalog. Motion to discuss. Approved unanimously.

6. **New Business**

a.

7. **Open Forum**

--Alexa announced that everything from before 3 years ago has been removed from the catalog.

--Gabby said that honors nominations are still available

8. **Adjournment**

Meeting adjourned at 2:34 p.m.