

**QCC Governance Meeting  
Committee: Learning Council  
Regular Monthly Meeting Minutes  
March 10 at 2:00pm in 107A**

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**Members Present:**

Pat Toney, Jane June, Linda LeFave, Michelle Savrann, Meg Yoder, Dadbeh Bigonahy, Carol Murphy, Charu Trivedi, Jim Brown, Valarie Clemente-Crain, Brenda Safford, Byron Thomas, Jen Arner Welsh, Leslie Bolinger Horton, Tetteh Abbeyquaye, Jessica Crowley, Philomena D'Alessandro, Dilip Patel, Maureen Woolhouse, Clarence Ates, Lisa Palmer, Steve Rayshick, Laraine Sommella, John Stazinski, Kathie Manning, Andrea MacRitchie, Maria Addison, Tara Fitzgerald-Jenkins, Daniel de la Torre, Michelle Tufau-Afryie, Renee Gould

**Members Absent:** Mary Newman, Kristy Glover, Arpi Payaslian, Karen Grant, Susan Mellace

**Members Excused:** Pat Toney, Meredith Weston, Kathy Rozanski, Kathy Rentsch,

**Guest Attendees:** Donna Kilgore, Sheila Booth, Jean McLean

**Guest Speakers:** Betsy Zuegg

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The regular monthly meeting of the Learning Council was called to order by the chair, Philomena D'Alessandro, at 2:00pm on Tuesday March 10, in room 107A

**School of Business, Engineering & Technology -no new curriculum**

**School of Health Care- no new curriculum**

**School of Public Service and Social Sciences - no new curriculum**

**School of Humanities and Education - Dr. Clarence Ates**

**1) New Course Proposal – ENG 105 Technical Writing**

**Description:**

This course focuses on writing letters, memos, resumes, lab reports, instructions/processes and technical descriptions, and design visual aids. Instructional emphasis is placed on clarity, correctness, conciseness, audience, precision, accuracy, organization, and document design in writing technical documents. Prerequisites: ENG 101.

i) **Motion: ENG 105 Technical Writing be adopted as a new course**

- **Moved: Dr. James Brown**
  - **The motion passed (effective Fall 2016)**

(2) **Course Revision – ENG 095 Basic Writing**

i) **Motion: Change course description**

**Proposed Description:**

This course helps students develop competence in written communication by practicing writing clear sentences and paragraphs. Students learn how to recognize and use basic sentence patterns and to write coherent paragraphs containing a topic sentence, idea development, and a strong conclusion. Students complete a variety of writing assignments and develop the skills needed for ENG 096, Intermediate Writing. Taking the departmental final examination is a requirement of the course. The minimum passing grade for developmental English courses is a “C”.

**Prerequisite:** Appropriate placement score. This developmental English course cannot be used to satisfy degree or certificate requirements. F/S/SU

- **Moved: Dr. James Brown**
  - **The motion passed (effective Fall 2016)**

(3) **Course Revision Proposal – ENG 096 Intermediate Writing**

i) **Motion: Change prerequisite for ENG 096**

(1) **Prerequisite:** A grade of “C” or better in ENG 095 or appropriate placement score.

This developmental English course cannot be used to satisfy degree or certificate requirements. F/S/SU

(2) **Change course description for ENG 096**

**Proposed Description:**

This course helps students develop writing competence by practicing writing paragraphs and essays. Students learn to write unified, supported, coherent essays using grammatically sound sentences. Assignments focus on writing a variety of paragraphs and essays in order to prepare for college-level writing courses. Taking the departmental final examination is a

requirement of the course. The minimal passing grade for developmental English courses is a “C”.

**Prerequisite:** A grade of “C” or better in ENG 095 or appropriate placement score.

This developmental English course cannot be used to satisfy degree or certificate requirements. F/S/SU

- **Moved: Dr. Jane June**
  - **The motion passed (effective Fall 2016)**

### **School of Math and Science- Dr. Leslie Bolinger Horton**

#### **1) Course Revision Proposal – MAT 098 Math Skills for Allied Health Careers**

##### **i) Motion: Change course description**

- (1)** Eliminate “pH, ionic solutions and logarithms” from the course content and description.

Proposed Description:

This course focuses on practical and useful applications of mathematics for students intending to enter the health science fields. Students examine mathematical topics as they relate to health application. Topics include: basic arithmetic computations in health applications; review of algebra; systems of measurement; medication labels; prescriptions, and syringe computations; modeling health applications with ratios and proportions; dosage calculations; and, basics of statistics.

**Prerequisite:** MAT 095 with a 'C' or better on the MAT 095 departmental final exam or appropriate placement score. F/S This developmental mathematics course cannot be used to satisfy degree or certificate requirements

- **Moved: Dr. Leslie Bolinger Horton**
  - **The motion passed (effective Fall 2016)**

### **Upcoming Meeting**

The next meeting will be on April 14, 2015

### **Announcements**

None

Philomena declared the meeting adjourned at 2:10pm

s/ Dr. Leslie Bolinger Horton

Note-taker

Date Approved: 3/13/15