

ACADEMIC AFFAIRS COMMITTEE
March 11, 2011
Minutes

Present: Bob Austin, Diane Brice, Carol Buse, Craig Clifton, Matt Craig, Shawn Fouts, Ann Fry, John Gladstein, Judy Massie, Jerry Moller, Carol Moore, Jason Norman, John Robertson, Carol Summers and Henry Wyckoff

Absent: Toni Gray, Russell Lowery-Hart, Jack Stanley and Danita McAnally

Others Present: Scott Beckett, Judy Carter, John Chaka, Kim Hays, Bruce Moseley, April Sessler

Fry moved, seconded by Norman to approve the minutes from the February 4, 2011 meeting. The motion carried.

ALLIED HEALTH
Occupational Therapy

Sheree Talkington submitted a request to update the pre/corequisites for the following courses:

- OTHA 1160: Clinical I – Occupational Therapy Assistant
Corequisite: ~~OTHA 2402~~
- OTHA 1309: Human Structure and Function in Occupational Therapy
Corequisites: ~~OTHA 1341 and OTHA 1415~~
- OTHA 1319: Therapeutic Interventions I
Prerequisite: ~~OTHA 2204~~ OTHA 1309
- OTHA 1341: Occupational Performance from Birth to Adolescence
Corequisites: ~~OTHA 1309 and OTHA 1415~~
- OTHA 1349: Occupational Performance of Adulthood
Prerequisites: ~~OTHA 1305, OTHA 1309, OTHA 1319~~ OTHA 1341
Corequisites: ~~OTHA 1160 and OTHA 2402~~
- OTHA 1353: Occupational Performance for Elders
Prerequisite: ~~OTHA 2204~~ OTHA 1349
- OTHA 1415: Therapeutic Use of Occupations I
Corequisites: ~~OTHA 1309 and OTHA 1341~~
- OTHA 2201: Pathophysiology in Occupational Therapy
Prerequisite: ~~OTHA 1349~~ OTHA 1309
Corequisite: ~~OTHA 1161~~
- OTHA 2331: Physical Function in Occupational Therapy
Corequisites: ~~OTHA 2262, OTHA 1253 and OTHA 1419~~
- OTHA 2335: Healthcare management in Occupational Therapy
Corequisites: ~~OTHA 2402, OTHA 1349 and OTHA 1161~~

Buse moved, seconded by Massie to approve the change to the Occupational Therapy Assistant courses. The motion carried.

BEHAVIORAL STUDIES

Child Development

Mary Clare Munger submitted a request to make the following changes to the Child Development AAS (CDEC.AAS) program:

- Add POFI 1204: Computer Fundamentals as an optional course for BCIS 1305: Business Computer Applications under the Related Required Course requirements
- Update the total hours from 66 to 65-66 semester hours

Austin moved, seconded by Gladstein to approve the changes to the Child Development AAS program. The motion carried.

BUSINESS

Computer Information Systems

Carol Buse submitted a request to update the following course prerequisites:

- BCIS 2390: Systems Analysis I
Prerequisite: BCIS 1305
- INEW 2334: Advanced Web Programming
Prerequisites: ITSE 1311, ITSE 2309 and COSC 1415 or ITSE 2302

Delete the following courses from the course inventory:

- ITSE 2402: Intermediate Web Programming
- ITSE 2409: Database Programming
- ITSE 2459: Advanced Computer Programming

Add the following courses to the course inventory:

- ITSE 2302: Intermediate Web Programming
Prerequisite: ITSE 1311
Techniques for Web development. Includes server-side and client-side scripting.
(3 sem hrs; 2 lec, 3 lab)
- ITSE 2309: Database Programming
Prerequisite: BCIS 1305
Database development using database programming techniques emphasizing database structures, modeling and database access.
(3 sem hrs; 2 lec, 3 lab)
- ITSE 2359: Advanced Computer Programming
Prerequisite: COSC 1415
Advanced programming techniques including file access methods, data structures, modular programming, program testing and documentation.
(3 sem hrs; 2 lec, 3 lab)

Brice motioned, seconded by Robertson to add and delete CIS courses and update the CIS course prerequisites. The motion carried.

Delete the following level one certificate:

- Computer Information Systems Certificate (COSC.CERT)

Add the following marketable skills certificate:

- Microcomputer Software Specialist (10 semester hours)
 - BCIS 1305: Business Computer Applications
 - BCIS 1401: Microcomputer Applications
 - ITSE 1311: Beginning Web Page Programming

Add the following level one certificate:

- Web Developer Specialist (15 semester hours)
 - BCIS 1305: Business Computer Applications
 - ITSE 2309: Database Programming
 - ITSE 1311 Beginning Web Page Programming
 - ITSE 2302: Intermediate Web Page Programming
 - INEW 2334: Advanced Web Page Programming

Fry motioned, seconded by Brice to add and delete CIS certificates. The motion carried.

Update the CIS AAS (COSC.AAS) degree as follows:

Increase the major course requirements from 7 to 12 courses to include

- BCIS 1305: Business Computer Applications
- BCIS 1401: Microcomputer Applications
- COSC 1415: Programming Techniques and Logic Design
- CPMT 1305: IT Essentials I: PC Hardware and Software
- ITSC 1407: UNIX Operating System I
- ITSE 1311: Beginning Web Page Programming
- ITSE 2309: Database Programming
- COSC 2430: Programming Techniques and Logic Design II
- BCIS 2390: Systems Analysis I
- ITSY 1400: Fundamentals of Information Security
- INEW 2334: Advanced Web Programming
- CIS Elective: CIS Elective (3 or 4 hour)

Update the following options to the degree:

- CIS/WEB Development (formerly World Wide Web Software Development – reduce from 30 to 15 semester hours)

- ARTC 1325: Introduction to Computer Graphics
- ARTC 1327: Typography
- IMED 1316: Web Page Design I
- ARTC 1353: Computer Illustration
- IMED 2315: Web Page Design II
- CIS/Computer Programming (formerly Computer Programming – reduce from 30 to 12 semester hours)
 - COSC 1436: Programming Fundamentals I
 - COSC 1437: Programming Fundamentals II
 - COSC 2436: Programming Fundamentals II
- CIS/Business (formerly Computer Business Specialist – reduce from 32 to 15 semester hours)
 - ACCT 2301: Accounting Principles I
 - ACCT 2302: Accounting Principles II
 - BUSI 1301: Introduction to Business
 - BMGT 1305: Communications in Management
 - BMGT 1301: Supervision
- CIS/Networking (formerly Software Systems and Networking – reduce from 32 to 12-15 semester hours) Choose 4 courses from the following list:
 - ITCC 1401: Exploration - Network Fundamentals
 - ITCC 1404: Cisco Exploration 2 - Routing Protocols and Concepts
 - ITCC 2408: Cisco Exploration 3 - LAN Switching and Wireless
 - ITCC 2359: Advanced Voice Over Internet Protocol (VOIP)
 - ITCC 2410: Cisco Exploration 4 - Accessing the WAN
 - ITSY 1317: Wireless Foundations
 - ITSY 1342: Information Technology Security
 - ITSY 2300: Operating System Security
- CIS/Education (15 semester hours)
 - EDUC 1301: Introduction to the Teaching Profession
 - EDUC 2301: Introduction to Special Populations
 - ARTC 1325: Introduction to Computer Graphics
 - ARTC 1353: Computer Illustration
 - ITSC 2364: Practicum
 - Or
 - GAME 1306: Design and Creation of Games
- CIS/Media (15 semester hours)
 - ARTC 1325: Introduction to Computer Graphics
 - IMED 1316: Web Page Design I
 - COMM 1307: Introduction to Mass Communication
 - COMM 1336: Introduction to Radio-TV Production
 - COMM 2332: Broadcast News
 - Or
 - COMM 1337: Television Production
 - Or

- COMM 2311: News Reporting and Writing I
- CIS/Recording Engineering (15 semester hours)
 - MUSI 1301: Rudiments of Music
 - MUSI 1306: Music Appreciation
 - MUSI 1390: Electronic Music
 - MUSI 1391: Electronic Music
 - MUAP 1187: Independent Study
 - MUAP 1288: Independent Study Elective
- Computer Information Systems (4 courses, 12-15 semester hours)
 - CIS, or related, electives except COSC 1300

Norman motioned, seconded by Craig to approve recommended changes to the Computer Information Systems AAS degree (COSC.AAS). The motion carried.

Management

Anne Nail submitted a request to add the following marketable skills certificates to the Management program:

- Business Management (BMGT.MKT) 10 Semester Hours
 - BMGT 1171: Customer Service
 - HRPO 1311: Human Relations
 - BMGT 1301: Supervision
 - BMGT 1305: Communications in Management
- Food Service Management (BMGT.MKT.FSM) 12 Semester Hours
 - CHEF 1205: Sanitation and Safety
 - FDNS 2300: Food management Systems
 - HAMG 2201: Principles of Food and Beverage Operations
 - IFWA 1217: Food Production and Planning
 - RSTO 2307: Catering
- Hospitality, Travel and Tourism (BMGT.MKT.HOSP) 12 Semester Hours
 - HAMG 1321: Introduction to Hospitality
 - TRVM 1300: Introduction to Travel and Tourism
 - TRVM 1308: Travel Destination I: Western Hemisphere
 - TRVM 1341: Travel Destination II: Eastern Hemisphere

Austin motioned, seconded by Fry to approve the addition of the Business Management, Food Service Management and Hospitality, Travel and Tourism marketable skills certificates. The motion carried.

Paralegal

Bruce Moseley submitted a request to add the following advanced technical certificate to the Paralegal program:

Paralegal Studies Professional Certificate (LGLA.CERT.PRO) – 24 semester hours

Required Courses (12 semester hours)

LGLA 1307: Introduction to Law and the Legal Professions

LGLA 1301: Legal Research and Writing

LGLA 1345: Civil Litigation

LGLA 2305: Interviewing and Investigating

Optional Courses (12 semester hours)

Choose 4 courses:

LGLA 2303: Torts and Personal Injury Law

LGLA 1353: Wills, Trusts and Probate Administration

LGLA 1355: Family Law

LGLA 1351: Contracts

LGLA 1343: Bankruptcy

LGLA 2313: Criminal Law and Procedure

LGLA 1309: Cognitive Skills for the Legal Profession

LGLA 2307: Law Office Management

Students must complete an associate's degree or bachelor's degree prior to enrollment in the program.

Robertson motioned, seconded by Buse to approve the addition of the Paralegal advanced technical certificate. The motion carried.

ITI

Manufacturing Technology

Kim Hays submitted a request to update the course description for the following courses:

- ELMT 1305: Basic Fluid Power
Basic fluid power course covering pneumatic and hydraulic systems, fluid power symbols, operating theory, components, vacuum and hydraulics, and basic electrical and manual controls.
- ELMT 2380: Cooperative Education
Career related activities encountered in the student's area of specialization offered through an individualized agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
- HART 1307: Refrigeration Principles
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, basic thermodynamics, refrigeration handling and containment, and refrigeration components and safety.
- HART 1345: Gas & Electric Heating
A study of the procedures and principles used in servicing heating systems including gas-fired furnaces and electric heating systems.
- IEIR 1310: Motor Controls

General principles and fundamentals of electrical controls and control components including magnetic motor starters, troubleshooting techniques, overload protection and various protective devices, relay logic, schematics and diagrams.

- IEIR 1312: Distribution Systems
Fundamentals of distribution systems including single-phase, three-phase, and poly-phase systems. Grounding, circuit breakers, ground fault protection devices and the National Electric Code.

Delete the following courses:

- ELMT 2337: Electronic Troubleshooting, Service and Repair
- INMT 2345: Industrial Troubleshooting
- SEST 1341: Boilers-Operations, Installations and Maintenance

Industrial Maintenance

Update the Industrial Maintenance Technology AAS (IMRT.AAS) degree as follows:

- Add the following courses to the Major Course Requirements:
 - MCHN 1320: Precision Tools & Measurement
 - MCHN 1338: Basic Machine Shop I
- Delete the following courses from the Electromechanical Technician option:
 - ELMT 2337: Electronic Troubleshooting, Service & Repair
 - INMT 2345: Industrial Troubleshooting
- Delete the following course from the Heating, Air Conditioning and Refrigeration option:
 - SEST 1341: Boilers – Operations, Installations and Maintenance
- Reduce the Major Options from 21 to 15-18 semester hours
- Increase total from 63 to 63-66 semester hours

Update the Electromechanical Certificate (IMRT.CERT.ELMT) certificate as follows:

- Add the following courses to the Major Course Requirements:
 - MCHN 1320: Precision Tools & Measurement
 - MCHN 1338: Basic Machine Shop I
- Increase the total from 42 to 48 semester hours

Update the Heating, Air Conditioning and Refrigeration (IMRT.CERT.HART) certificate as follows:

- Add the following courses to the Major Course Requirements:
 - MCHN 1320: Precision Tools & Measurement
 - MCHN 1338: Basic Machine Shop I
- Increase the total from 42 to 48 semester hours

Delete the Industrial Maintenance Certificate (IMRT.CERT.IMC) from the program inventory.

Fry moved, seconded by Gladstein to approve changes to the Industrial Maintenance courses.

certificates and degree. The motion carried.

Machining

Kim Hays submitted a request to update the Machining Technology (MCHN.CERT) certificate as follows:

- Delete MCHN 1305:Metals & Heat Treatment
- Add WLDG 1175: Metallurgy Lab
- Add WLDG 1337: Introduction to Welding Metallurgy
- Remove the Related Course Requirements heading and move coursework under the Major Course Requirements heading
- Increase the total from 42 to 43 semester hours

Fry moved, seconded by Summers to approve changes to the Machining program. The motion carried.

Welding

Kim Hays submitted a request to make the following changes to the Welding (WELD.CERT) Major Course Requirements:

- Add MCHN 1320: Precision Tools and Measurement
- Add MCHN 1338: Basic Machine Shop I
- Delete the 6 hour Electives requirement

Clifton moved, seconded by Massie to approve changes to the Welding program. The motion carried.

LANGUAGE, COMMUNICATION & FINE ARTS

Art/Graphic Design

John Chaka submitted a request to update the Art/Graphic Design AAS (ARTC.AAS) as follows:

- Reduce the number of Major Requirements from 36 to 33 semester hours
- Move ARTS 1317: Drawing II and ARTS 2323: Drawing III from Major Requirements to the Print Media Option and the Animation Option
- Add IMED 2315: Web Page Design II to the Major Requirements
- Delete IMED 2315: Web Page Design II from the Animation Option
- Add ARTC 1349: Art Direction I to the Print Media Option
- Add a Web Design option to include the following courses:
 - ARTC 1313: Digital Publishing I
 - ARTC 1349: Art Direction I
 - BCIS 1305: Business Computer Application
 - ITSE 1311: Beginning Web Page Programming
 - ITSE 2302: Intermediate Web Programming
 - ITSE 2309: Database Programming

- INEW 2334: Advanced Web Page Programming
- 3 Hours Electives from:
 - ENGL 2311: Technical Writing
 - COMM 2339: Writing for Electronic Media
 - COMM 1307: Introduction to Mass Communication
 - COMM 2311: News Reporting and Writing I

Fry moved, seconded by Norman to approve changes to the Art/Graphic Design AAS degree. The motion carried.

Music

Jim Rauscher submitted a request to add the following courses to the course inventory:

- MUSI 1390: Electronic Music I
Prerequisite: Successful completion of at least one of the following courses: MUSI 1300, MUSI 1301, MUSI 1211, MUSI 1181 or MUAP 1169, or instructor consent
Introduction to the use of synthesizers, computers, sequencing and music printing software, multi-track records and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music.
(3 sem hr; 3 lec)
- MUSI 1391: Electronic Music II
Prerequisite: MUSI 1390
Continuation in the use of synthesizers, computers, sequencing and music printing software, multi-track records and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music.
(3 sem hr; 3 lec)

And delete the following courses from the course inventory:

- MUSI 1290: Electronic Music
- MUSI 1291: Electronic Music

Norman moved, seconded by Craig to approve changes to the music courses. The motion carried.

Radio/TV

Lynae Jacob submitted a request to deactivate the following program:

- Radio/TV Broadcast Sales and Marketing Basic Certificate (RTVB.CERT.BASIC)

Fouts moved, seconded by Gladstein to deactivate the Radio/TV (RTVB.CERT.BASIC) certificate. The motion carried.

SCIENCES & ENGINEERING

Biology

Michael Kopenits submitted a request to update the prerequisite for:

- BIOL 2402: Anatomy & Physiology II
Prerequisite: BIOL 2401

Massie moved, seconded by Robertson to approve the prerequisite change. The motion carried.

Electronic Systems Technology

Jack Stanley submitted a request to update the following course prerequisites:

- ITCC 1404: Cisco Explorations 2 – Routing Protocols and Concepts
Prerequisite: ITCC 1401
- ITCC 2408: Cisco Explorations 3 – LAN Switching and Wireless
Prerequisite: ITCC 1404
- ITCC 2410: Cisco Exploration 4 – Accessing the WAN
Prerequisite: ITCC 2408

Fry moved, seconded by Summers to approve the addition of the prerequisites. The motion carried.

Honors

Jason Norman, Judy Carter and April Sessler submitted a request to add the following courses to the course inventory:

- EDUC 1100: Learning Framework
A study of the: research and theory in the psychology of learning, cognition and motivation; factors that impact learning; and application of learning strategies. Theoretical models of strategic learning, cognition and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.
(1 sem hr; 1 lec)
- PSYC 1100: Learning Framework
A study of the: research and theory in the psychology of learning, cognition and motivation; factors that impact learning; and application of learning strategies. Theoretical models of strategic learning, cognition and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic

programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.
(1 sem hr; 1 lec)

- EDUC 1300: Learning Framework

A study of the: research and theory in the psychology of learning, cognition and motivation; factors that impact learning; and application of learning strategies. Theoretical models of strategic learning, cognition and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.
(3 sem hr; 3 lec)

- PSYC 1300: Learning Framework

A study of the: research and theory in the psychology of learning, cognition and motivation; factors that impact learning; and application of learning strategies. Theoretical models of strategic learning, cognition and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.
(3 sem hr; 3 lec)

And remove the reading prerequisite from the EDUC 1200: Learning Framework and PSYC 1200: Learning Framework courses.

Craig moved, seconded by Massie to add/update the Learning Framework courses. The motion carried.

Proposed Academic Appeals Committee

Jason Norman submitted a request to develop an Academic Appeals Committee as a subcommittee of the Academic Affairs Committee. The purpose of the subcommittee is to review all academic suspension appeals and review any exceptions to academic policy Academic Affairs deems necessary. Proposed membership includes:

- Chair of the Academic Affairs Committee
- 2 Academic Affairs Committee members appointed by the Chair
- Registrar
- Director of Advising

Craig moved, seconded by Massie to create an Academic Appeals Committee. The motion carried.