

CURRICULUM COMMITTEE

November 30, 2012

Minutes

Present: Bob Austin, Diane Brice, Susan Burks, Craig Clifton, Tamara Clunis, Matt Craig, Kim Davis, Matthew Goodman, Alan Kee, Judy Massie, Jerry Moller, Carol Moore, Mark Rowh, Mark Usnick, Kathy Wetzel

Absent: Kim Hays, Danita McAnally, Jason Norman, Lyndy Wilkinson

Austin moved, seconded by Brice to approve minutes from the November 16, 2012 meeting. The motion carried.

ACADEMIC SUCCESS

Jenna Marion submitted a request to add the following courses to the course inventory:

- **NCBM 0302: Non-Course Based Mathematics**
A non-course based option to build, develop and reinforce basic math skills to meet TSI requirements.
(3 sem hrs; 2 lec, 2 lab)
Course Learning Outcomes:
Students will build their basic skills in mathematics in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through individualized, computer-assisted instruction in conjunction with a wide array of supplemental materials to assist in skill development.
No tuition charged to the student, \$30 general other fee.
- **NCBR 0302: Non-Course Based Reading**
A non-course based option to build, develop and reinforce basic reading skills to meet TSI requirements.
(3 sem hrs; 2 lec, 2 lab)
Course Learning Outcomes:
Students will build their basic skills in reading in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through individualized, computer-assisted instruction in conjunction with a wide array of supplemental materials to assist in skill development.
No tuition charged to the student, \$30 general other fee.
- **NCBW 0302: Non-Course Based Writing**
A non-course based option to build, develop and reinforce basic writing skills to meet TSI requirements.
(3 sem hrs; 2 lec, 2 lab)
Course Learning Outcomes:

Students will build their basic skills in writing in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through individualized, computer-assisted instruction in conjunction with a wide array of supplemental materials to assist in skill development.

No tuition charged to the student, \$30 general other fee.

- NCBIM 0101: Non-Course Based Mathematics

A non-course based option to build, develop and reinforce basic math skills to meet TSI requirements.

(1 sem hr; 1 lec)

Course Learning Outcomes:

Students will build their basic skills in mathematics in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through individualized, computer-assisted instruction in conjunction with a wide array of supplemental materials to assist in skill development.

No tuition charged to the student, \$30 general other fee.

- NCBIR 0101: Non-Course Based Reading

A non-course based option to build, develop and reinforce basic reading skills to meet TSI requirements.

(1 sem hr; 1 lec)

Course Learning Outcomes:

Students will build their basic skills in reading in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through individualized, computer-assisted instruction in conjunction with a wide array of supplemental materials to assist in skill development.

No tuition charged to the student, \$30 general other fee.

- NCBIW 0101: Non-course Based Writing

A non-course based option to build, develop and reinforce basic writing skills to meet TSI requirements.

(1 sem hr; 1 lec)

Course Learning Outcomes:

Students will build their basic skills in writing in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through individualized, computer-assisted instruction in conjunction with a wide array of supplemental materials to assist in skill development.

No tuition charged to the student, \$30 general other fee.

The courses will be used to prepare students to take the Accuplacer and meet TSI requirements but will not appear in the academic catalog or on the student's transcript. The courses will allow AC to report the hours for funding.

Wetzel moved, seconded by Massie to add the NCB developmental courses to the course inventory. The motion carried.

ARTS & SCIENCES

Art

Victoria Taylor-Gore submitted a request to deactivate the following course from the course inventory:

- ARTS 2314: Design Communication II

And update the title and course description for the following courses:

- ARTS 2323: Life Drawing I
Basic study of the human form.
- ARTS 2324: Life Drawing II
Basic study of the human form.

Austin moved, seconded by Wetzel to approve changes to the ARTS courses. The motion carried.

Interior Design

Ann Fry submitted a request to deactivate the following programs:

- Interior Design AAS (INDS.AAS)
- Interior Design Certificate (INDS.CERT)
- Interior Design Professional Certificate (INDS.CERT.PRO)

And deactivate the following interior design courses that will no longer be offered:

- INDS 1300: Interior Design Drafting Applications (never offered)
- INDS 1341: Color Theory and Application (not offered since Fall 2009)
- INDS 1391: Special Topics (not offered since Spring 2008)
- INDS 1491: Special Topics (not offered since Fall 2007)
- INDS 2237: Portfolio Presentation (not offered since Fall 2007)
- INDS 2311: Interior Environmental Factors (never offered)
- INDS 2317: Rendering Techniques (not offered since Spring 2009)
- INDS 2417: Rendering Techniques (never taught)
- INDS 2431: Commercial Design II (not offered since Spring 2007)
- INDS 2435: Residential Design II (not offered since Spring 2007)

Clunis moved, seconded by Austin to approve deactivation of the Interior Design programs and associated courses. The motion carried.

Business Management

Anne Nail submitted a request to add the following course to the course inventory:

- **BMGT 2309: Leadership**
Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate employees and to identify the appropriate leadership styles to use in the workplace in any given situation.
(3 sem hrs; 3 Lec)

Learning Outcomes:

1. Determine individual leadership styles and when to use the various styles.
2. Distinguish between leadership and management.
3. Explain the effects of leadership style on organizational environment.
4. Apply principles of leadership with individuals, groups, and organizations.

And remove the prerequisite (ENGL 1301) from BMGT 2305: Advanced Communications in Management.

Craig moved, seconded by Usnick to approve the addition of BMGT 2309 and the removal of the prerequisite to BMGT 2305. The motion carried.

Anne Nail submitted a request to make the following changes to the Business Management AAS degree (BMGT.AAS):

- Add SPCH 1315: Public Speaking as an option to SPCH 1321: Business & Professional Speaking
- Add ECON 2302: Principles of Microeconomics as an option to ECON 2301: Principles of Macroeconomics
- Replace BMGT 2341: Strategic Management with BMGT 2309: Leadership in the Major Course Requirements
- Delete the Convenience Store Management option
- Update the Business Management option by
 - Deleting BUSI 2303: Business Law I
 - Adding BMGT 1383: Cooperative Education
- Update the Marketing Management option by:
 - Deleting BCIS 1401: Microcomputer Applications
 - Adding COMM 2330: Introduction to Public Relations
 - Adding BMGT 2305: Advanced Communications
 - Adding BUSG 2309: Small Business Management or BUSG 1315: Small Business Operations
 - Adding BMGT 1307: High Performance Work Teams or BMGT 2303: Problem Solving and Decision Making or BUSA 1313 Investments

- Add the Food Service Management Option, including:
 - CHEF 1205: Sanitation and Safety
 - IFWA 1217: Food Production and Planning
 - HAMG 2201: Principles of Food and Beverage Operations
 - RSTO 2307: Catering
 - FDNS 2300: Food Management Systems
 - HAMG 1321: Introduction to Hospitality
 - TRVM 1300: Introduction to Travel and Tourism
- Add the Hospitality Management Option, including:
 - HAMG 1321: Introduction to Hospitality
 - TRVM 1308: Travel Destination I – Western Hemisphere
 - TRVM 1341: Travel Destination II – Eastern Hemisphere
 - TRVM 1300: Introduction to Travel and Tourism
 - MRKG 2333: Principles of Selling
 - BUSG 2309: Small Business Management or BUSG 1315: Small Business Operations

Brice moved, seconded by Kee to approve changes to the Business Management AAS degree (BMGT.AAS). The motion carried.

Anne Nail submitted a request to deactivate the following programs:

- Convenience Store Management Certificate (BMGT.CERT.CSM)
- Food Service Management (BMGT.AAS.FSM)

Austin moved, seconded by Wetzel to approve the deactivation of BMGT.CERT.CSM and BMGT.AAS.FSM. The motion carried.

Anne Nail submitted a request to delete the following course from the Call Center Management Certificate (BMGT.CERT.CALL):

- SPCH 1321: Business & Professional Speaking

Clifton moved, seconded by Brice to approve the deletion of SPCH 1321 from the BMGT.CERT.CALL certificate. The motion carried.

Radio/TV

Lynae Jacob submitted a request to make the following changes to the Radio/TV Certificate (RTVB.CERT):

- Delete RTVB 2264: Practicum
- Delete RTVB 2364: Practicum
- Delete the Broadcast Sales and Marketing Option

- Add RTVB 1150: Radio Experience I
- Add a choice of MRKG 1311: Principles of Marketing or MRKG 2333: Principles of Selling
- Delete RTVB 2339: Broadcast Sales from the course inventory and the certificate requirements

Lynae Jacob also submitted a request to make the following changes to the Radio/TV AAS degree (RTVB.AAS.RTV):

- Delete RTVB 2339: Broadcast Sales
- Delete RTVB 2364: Practicum
- Delete the Broadcast Sales and Marketing Option
- Add RTVB 1150: Radio Experience I
- Add MRKG 1311: Principles of Marketing or MRKG 2333: Principles of Selling
- Change elective hours to 2 – 4
- Change total hours to 60 semester hours

Usnick moved, seconded by Massie to approve changes to the RTVB.CERT and RTVB.AAS.RTV degree. The motion carried.

HEALTH SCIENCES

Sonography

Cindy Manchester submitted a request to delete the following course from the course inventory:

- DMSO 2357: Advanced Ultrasound Professionalism and Registry Review

Craig moved, seconded by Kee to delete DMSO 2357 from the course inventory. The motion carried.

Curriculum Revision Request**Division:** Academic Success**Department / Program:** ACcess Learning Center**Prepared By:** Jenna Marion**Request**

- a. Add NCBM/R/W 0302 courses Add NCBIM/R/W 0101 courses
- b.
- c.
- d.

Rationale / Justification: The new courses will replace the continuing education blocks in the Learning Center. By creating these courses, we will receive non-course based funding from the Coordinating Board.

Effects of Revisions

- | | |
|---|--|
| A. Faculty & Staff Requirements: | Existing faculty will teach this course. |
| B. Equipment/Facility Requirements: | No change in facilities is required |
| C. Location: | ACcess Learning Center LIB 300 |
| D. Income projections: | |

Effective Date: 01/14/2013

- Add NCBM 0302: Non-Course Based Mathematics to the Amarillo College course inventory

NCBM 0302: Non-Course Based Mathematics

A non-course based option to build, develop and reinforce basic math skills to meet TSI requirements.

(3 sem hrs; 2 lec, 2 lab)

Course Learning Outcomes:

Students will build their basic skills in mathematics in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through individualized, computer-assisted instruction in conjunction with a wide array of supplemental materials to assist in skill development.

No tuition charged to the student. \$30 general other fee.

- Add NCBR 0302: Non-Course Based Reading to the Amarillo College course inventory

NCBR 0302: Non-Course Based Reading

A non-course based option to build, develop and reinforce basic reading skills to meet TSI requirements.

(3 sem hrs; 2 lec, 2 lab)

Course Learning Outcomes:

Students will build their basic skills in reading in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through individualized, computer-assisted instruction in conjunction with a wide array of supplemental materials to assist in skill development.

No tuition charged to the student. \$30 general other fee.

- Add NCBW 0302: Non-Course Based Writing to the Amarillo College course inventory

NCBW 0302: Non-Course Based Writing

A non-course based option to build, develop and reinforce basic writing skills to meet TSI requirements.

(3 sem hrs; 2 lec, 2 lab)

Course Learning Outcomes:

Students will build their basic skills in writing in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through individualized, computer-assisted instruction in conjunction with a wide array of supplemental materials to assist in skill development.

No tuition charged to the student. \$30 general other fee.

- Add NCBIM 0101: Non-Course Based Mathematics to the Amarillo College course inventory

NCBIM 0101: Non-Course Based Mathematics

A non-course based option to build, develop and reinforce basic math skills to meet TSI requirements.

(1 sem hr; 1 lec)

Course Learning Outcomes:

Students will build their basic skills in mathematics in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through individualized, computer-assisted instruction in conjunction with a wide array of supplemental materials to assist in skill development.

No tuition charged to the student. \$30 general other fee.

- Add NCBIR 0101: Non-Course Based Reading to the Amarillo College course inventory

NCBIR 0101: Non-Course Based Reading

A non-course based option to build, develop and reinforce basic reading skills to meet TSI requirements.

(1 sem hr; 1 lec)

Course Learning Outcomes:

Students will build their basic skills in reading in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through individualized, computer-assisted instruction in conjunction with a wide array of supplemental materials to assist in skill development.

No tuition charged to the student. \$30 general other fee.

- Add NCBIW 0101: Non-Course Based Writing to the Amarillo College course inventory

NCBIW 0101: Non-Course Based Writing

A non-course based option to build, develop and reinforce basic writing skills to meet TSI requirements.

(1 sem hr; 1 lec)

Course Learning Outcomes:

Students will build their basic skills in writing in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through individualized, computer-assisted instruction in conjunction with a wide array of supplemental materials to assist in skill development.

No tuition charged to the student. \$30 general other fee.

Curriculum Revision Request

Division: Visual Arts, Design & Humanities

Department / Program: Graphic Design

Prepared By: Victoria Taylor-Gore

Request

- a. Deactivate ARTS 2314 Design Communication II from the catalog.
- b.
- c.
- d.

Rationale / Justification: We are no longer offering this class in our program and ARTS 2313 Design Communication I has already been deactivated.

Effects of Revisions

- A. Faculty & Staff Requirements: na
- B. Equipment/Facility Requirements: na
- C. Location: na
- D. Income projections: na

Effective Date: 01/14/13

Curriculum Revision Request

Division: Visual Arts, Design & Humanities

Department / Program: ARTS

Prepared By: Victoria Taylor-Gore

Request

- a. Change ARTS 2323 Drawing III to ARTS 2323 Life Drawing I
- b. Change ARTS 2324 Drawing IV to ARTS 2324 Life Drawing II
- c. Change course description of ARTS 2323/2324to: Basic study of the human form.
- d.

Rationale / Justification: Updating course listings for ARTS 2323 and ARTS 2324 to match the ACGM.

Effects of Revisions

- A. Faculty & Staff Requirements: na
- B. Equipment/Facility Requirements: na
- C. Location: na
- D. Income projections: na

Effective Date: 01/14/13

ARTS 2323 - Drawing III
Prerequisites / Corequisite
Prerequisite: ARTS 1317

A life drawing course emphasizing structure and action of the human figure. Regular outside assignments.

Hours (3 sem hrs; 2 lec, 4 lab)

Texas Common Course Number: ARTS 2323

ARTS 2324 - Drawing IV
Prerequisites / Corequisite
Prerequisite: ARTS 2323

Continuation of ARTS 2323 with emphasis on individual expression. Regular outside assignments.

Hours (3 sem hrs; 2 lec, 4 lab)

Texas Common Course Number: ARTS 2324

ARTS 2323 - ~~Drawing III~~ Life Drawing I
Prerequisites / Corequisite
Prerequisite: ARTS 1317

~~A life drawing course emphasizing structure and action of the human figure. Regular outside assignments.~~

Basic study of the human form.

Hours (3 sem hrs; 2 lec, 4 lab)

Texas Common Course Number: ARTS 2323

ARTS 2324 - ~~Drawing IV~~ Life Drawing II
Prerequisites / Corequisite
Prerequisite: ARTS 2323

~~Continuation of ARTS 2323 with emphasis on individual expression. Regular outside assignments.~~

Basic study of the human form.

Hours (3 sem hrs; 2 lec, 4 lab)

Texas Common Course Number: ARTS 2324

Division: Arts and Sciences
Department / Program: Interior Design
Prepared By: Ann Fry, Program Coordinator
Request

- A. Deactivate the Interior Design degrees including Interior Design AAS (IND.AAS), Interior Design Certificate (INDS.CERT), and Interior Design Professional Certificate (INDS.CERT.PRO)
- B. Deactivate the follow courses that are no longer offered:
 - 1. INDS 1300: Int. Design Drafting Applications (never offered)
 - 2. INDS 1341: Color Theory and Application (not offered since Fall-²⁰⁰⁹INDS 1391: Special Topics (not offered since Fall-~~2007~~ ^{Sp 2008})
 - 3. INDS 1491: Special Topics (not offered since Fall 2007)
 - 4. INDS 2237: Portfolio Presentation (not offered since Fall 2007)
 - 5. INDS 2317: Rendering Techniques (not offered since Spring 2009)
 - 6. INDS 2311: Interior Environmental Factors (never offered)
 - 7. INDS 2417: Rendering Techniques (never taught)
 - 8. INDS 2435: Residential Design II (not offered since Spring 2007)
 - 9. INDS 2431: Commercial Design II (not offered since Spring 2007)

**Rational/
Justification:**

Enrollment and Graduation rates have declined over the last 5 years to render the current program unsustainable. There will be a 3-year teach-out to allow current students to complete the program

**Effects of
Revisions**

A. Faculty & Staff Requirements:

As students pass through program, need for adjunct faculty will decline and eventually program coordinator position will be eliminated. Ann Fry will continue teaching out the program and be part of the FYS teaching staff as those classes continue to develop

B. Equipment/Facility Requirements:

C. Location:

D. Income projections:

**Effective
Date:** 12/15/2012

Curriculum Revision Request

Division: Arts & Sciences

Department/Program: Management

Prepared by: Anne Nail

Request:

1. Add BMGT 2309: Leadership to the course inventory
BMGT 2309: Leadership
Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate employees and to identify the appropriate leadership styles to use in the workplace in any given situation.
(3 sem hrs; 3 Lec)

Learning Outcomes:

1. Determine individual leadership styles and when to use the various styles.
2. Distinguish between leadership and management.
3. Explain the effects of leadership style on organizational environment.
4. Apply principles of leadership with individuals, groups, and organizations.

Rational/Justification: The Amarillo Business Community Survey results suggest that we should put even more emphasis on Leadership in our curriculum.

2. Remove the pre-requisite(ENGL 1301) for BMGT 2305: Advanced Communications in Management.
Rational/Justification: This pre-requisite has caused some students difficulty in scheduling their classes and has thrown some students off of their rotation of classes. All students will have to complete ENGL 1301 before they can graduate with their AAS degree.

All of these curriculum revision requests have been discussed and approved by the Management Programs Advisory Committee.

Effects of Revisions:

- | | |
|-------------------------------------|------|
| A. Faculty & Staff Requirements: | None |
| B. Equipment/Facility Requirements: | None |
| C. Location: | N/A |
| D. Income projections: | N/A |

Effective Date: Fall 2013

Curriculum Revision Request

Division: Arts & Sciences

Department/Program: Management

Prepared by: Anne Nail

Request:

1. Revise the Business Management AAS Degree (BMGT.AAS) by:

- Adding SPCH 1315: Public Speaking as an option to SPCH 1321: Business and Professional Speaking
- Adding ECON 2302: Principles of Economics II as an option to ECON 2301: Principles of Economics I

Rational/ Justification: These the two courses require frequent substitutions. These additions will reduce both stress related to scheduling and paperwork.

- Delete BMGT 2341: Strategic Management and replace with BMGT 2309: Leadership as the capstone course in the Major Course Requirements

Rational/Justification: The results of the Business Community Survey indicated this need. The Management Programs Advisory Committee has agreed and approved this change.

- Delete the Convenience Store Management option

Rational/Justification: The Convenience Store Management option has not had any declared majors in many years. Students can obtain needed skills through the Business Management AAS degree and Certificates. This has been approved by the management team at Toot-n-Totum.

- Add a Food Service Management option

Rational/Justification: This change does not alter the Food Service Management degree but simplifies the catalog listings.

- Add a Hospitality Management option

Rational/Justification: The new Hospitality Management certificates have always fed into the Business Management AAS degree. This change will add clarity and simplify for the benefit of the students and advisors.

2. Add the following courses to the Marketing Management Option:

- COMM 2330: Introduction to Public Relations
- BMGT 2305: Advanced Communications
- BUSG 2309: Small Business Management or BUSG 1315: Small Business Operations
- BMGT 1307: High Performance Work Teams or BMGT 2303: Problem Solving and Decision Making or BUSA 1313: Investments

Rational/Justification: This addition will strengthen the Marketing Management Option

All of these curriculum revision requests have been discussed and approved by the Management Programs Advisory Committee.

Effects of Revisions:

- | | |
|-------------------------------------|------|
| A. Faculty & Staff Requirements: | None |
| B. Equipment/Facility Requirements: | None |
| C. Location: | N/A |
| D. Income projections: | N/A |

Effective Date: Fall 2013

Management 2012 Proposed Curriculum Revisions

Current	Proposed
<p>General Education Requirements (15 Semester Hours) Communication – 6 Hours ENGL 1301 – Composition I SPCH 1321 – Business and Professional Speaking Humanities/Fine Arts* - 3 Hours Mathematics/Natural Sciences – 3 Hours MATH 1332 – Contemporary Mathematics I (or any college level Mathematics course) Social/Behavioral Sciences – 3 Hours ECON 2301 – Principles of Macroeconomics</p>	<p>General Education Requirements (15 Semester Hours) ENGL 1301 – Freshman Composition I SPCH 1321 – Business and Professional Speaking OR SPCH 1315 – Public Speaking Humanities/Fine Arts* - 3 hours ECON 2301 – Principles of Economics I OR ECON 2302 – Principles of Economics II MATH 1314 – College Algebra (or any college level Mathematics course)</p>
	<p>CORE MANAGEMENT COURSES (10 Semester Hours) HRPO 1311 – Human Relations BMGT 1301 – Supervision BMGT 1305 – Communications in Management BMGT 1171 – Customer Service</p>
<p>Major Course Requirements (40 Semester Hours) ACCT 2301 – Accounting Principles I BCIS 1305 – Business Computer Applications BMGT 1171 – Customer Service BMGT 1301 – Supervision BMGT 1305 – Communications in Management BMGT 1373 – Professional Image Development BMGT 1382 – Cooperative Education – Business Administration and Management, General BMGT 1383 – Cooperative Education – Business Administration and Management, General BMGT 2305 – Advanced Communications in Management BMGT 2331 – Principles of Quality Management BMGT 2341 – Strategic Management HRPO 1311 – Human Relations HRPO 2301 – Human Resources Management MRKG 1311 – Principles of Marketing</p>	<p>Major Course Requirements (21 Semester Hours) ACCT 2301 – Accounting Principles I BCIS 1305 – Business Computer Applications BMGT 1373 – Professional Image Development BMGT 1382 – Cooperative Education BMGT 2309 - Leadership HRPO 2301 – Human Resources Management MRKG 1311 – Principles of Marketing</p>

Related Course Requirements (10-15 Semester Hours)

Student will choose one of the following options:

Business Management

BCIS 1401 – Microcomputer Applications

Students Will Select 3-6 Hours From the Following:

BUSG 1315 – Small Business Operations

BUSG 2309 – Small Business Management -
Entrepreneurship

Student Will Also Select 0-3 Hours From the Following:

BMGT 1307 – High Performance Work Teams

BMGT 2303 – Problem Solving and Decision Making

BUSA 1313 – Investments

~~BUSI 2301 – Business Law I~~

MRKG 2333 – Principles of Selling

Marketing Management

~~BCIS 1401 – Microcomputer Applications~~

COMM 2327 – Introduction to Advertising

MRKG 2333 – Principles of Selling

Convenience Store Management

~~BMGT 2377 – Convenience Store Operations~~

~~Students Will Select an Additional 3-4 Hours From the
Following:~~

~~BCIS 1401 – Microcomputer Applications~~

~~BMGT 1307 – High Performance Work Teams~~

~~BMGT 2303 – Problem Solving and Decision Making~~

~~BUSG 1315 – Small Business Operations~~

Student will choose one of the following options:

Business Management Option 1

Related Course Requirements: (19 Semester Hours)

BUSG 2309 – Small Business Management Entrepreneurship

OR

BUSG 1315 – Small Business Operations

BMGT 2331 – Principles of Quality Management

BMGT 2305 – Advanced Communications

BCIS 1401 – Microcomputer Applications

~~BMGT 1383 – Cooperative Education~~

BMGT 1307 – High Performance Work Teams

OR

BMGT 2303 – Problem Solving and Decision Making

OR

BUSA 1313 – Investments

OR

MRKG 2333 – Principles of Selling

Marketing Management Option 2

Related Course Requirements: (18 Semester Hours)

COMM 2327 – Introduction to Advertising

MRKG 2333 – Principles of Selling

~~COMM 2330 – Introduction to Public Relations~~

~~BMGT 2305 – Advanced Communications~~

~~BUSG 2309 – Small Business Management- Entrepreneurship~~

OR

~~BUSG 1315 – Small Business Operations~~

~~BMGT 1307 – High Performance Work Teams~~

OR

~~BMGT 2303 – Problem Solving and Decision Making~~

OR

~~BUSA 1313 – Investments~~

Food Service Management Option 3

Related Course Requirements: (18 Semester Hours)

CHEF 1205 – Sanitation and Safety

IFWA 1217 – Food Production and Planning

HAMG 2201 – Principles of Food and Beverage Operations

RSTO 2307 – Catering

FDNS 2300 – Food Management Systems

HAMG 1321 – Introduction to Hospitality

TRVM 1300 – Introduction to Travel and Tourism

Hospitality Management Option 4

Related Course Requirements: (18 Semester Hours)

<p>HAMG 1321 – Introduction to Hospitality TRVM 1308 – Travel Destination I-Western Hemisphere TRVM 1341 – Travel Destination II-Eastern Hemisphere TRVM 1300 – Introduction to Travel and Tourism MRKG 2333 – Principles of Selling BUSG 2309 – Small Business Management-Entrepreneurship OR BUSG 1315 – Small Business Operations</p>
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Curriculum Revision Request

Division: Arts & Sciences

Department/Program: Management

Prepared by: Anne Nail

Request:

1. Deactivate the Convenience Store Management Certificate (BMGT.CERT.CSM)
Rational/Justification: The Convenience Store Management degree and certificate have not had any declared majors in many years. Students can obtain needed skills through the Business Management AAS degree and Certificates. This has been approved by the management team at Toot-n-Totum.

2. Deactivate the Food Service Management (BMGT.AAS.FSM)
Rationale/Justification: This degree will now be included as an option in the Business Management AAS degree

All of these curriculum revision requests have been discussed and approved by the Management Programs Advisory Committee.

Effects of Revisions:

- | | |
|-------------------------------------|------|
| A. Faculty & Staff Requirements: | None |
| B. Equipment/Facility Requirements: | None |
| C. Location: | N/A |
| D. Income projections: | N/A |
- Effective Date: Fall 2013

Curriculum Revision Request

Division: Arts & Sciences

Department/Program: Management

Prepared by: Anne Nail

Request:

- Remove SPCH 1321 from the Call Center Management Certificate
- Rational/Justification: SPCH 1321 was added to the Call Center Management certificate to deal with the pre-requisite problem for BMGT 2305. As the pre-requisite is being removed there is no longer a need for SPCH 1321 in this certificate.

All of these curriculum revision requests have been discussed and approved by the Management Programs Advisory Committee.

Effects of Revisions:

- | | |
|-------------------------------------|------|
| A. Faculty & Staff Requirements: | None |
| B. Equipment/Facility Requirements: | None |
| C. Location: | N/A |
| D. Income projections: | N/A |
- Effective Date: Fall 2013

Curriculum Revision Request

Division: Arts & Sciences

Department/Program: Communications & Theatre/Radio-TV

Prepared by: Lynae Jacob

Request:

Make the following changes to the Radio-TV Certificate (RTVB.CERT):

- Delete RTVB 2339 Broadcast Sales from the course inventory
- Remove RTVB 2264 Practicum-Radio and Television Broadcasting
- Remove RTVB 2364 Practicum-Radio and Television Broadcasting
- Remove Broadcast Sales and Marketing option
- Add RTVB 1150 Radio Experience I
- Add option to select one of MRKG 1311 Principles of Marketing or MRKG 2333 Principles of Selling

Rationale/Justification: Due to low enrollment in the Broadcast Sales and Marketing option, the emphasis of the certificate will focus on production.

Effects of Revisions:

- | | |
|-------------------------------------|------|
| A. Faculty & Staff Requirements: | None |
| B. Equipment/Facility Requirements: | None |
| C. Location: | N/A |
| D. Income projections: | N/A |

Effective Date: Fall 2013

Current

Radio-TV Certificate (RTVB.CERT)

Major Course Requirements (42 Semester Hours)

Student must choose one of the following options:

Broadcast Production

Electives

- ARTC 1325 - Introduction to Computer Graphics
- COMM 1307 - Introduction to Mass Communication
- COMM 1336 - Introduction to Radio-TV Production
- COMM 1337 - Television Production
- COMM 2303 - Radio Production I
- COMM 2327 - Introduction to Advertising
- COMM 2331 - Announcing for Radio-Television
- COMM 2332 - Broadcast News
- COMM 2339 - Writing for Electronic Media
- COMM 2366 - Introduction to Film
- RTVB 1447 - Audio/Radio Production II
- RTVB 2337 - Television Production Workshop I
- RTVB 2339 - Broadcast Sales

and

Select One of the Following:

- RTVB 2164 - Practicum - Radio and Television Broadcasting
- ~~RTVB 2264 - Practicum - Radio and Television Broadcasting~~
- ~~RTVB 2364 - Practicum - Radio and Television Broadcasting~~

Broadcast Sales and Marketing

Electives

- ~~ARTC 1325 - Introduction to Computer Graphics~~
- ~~COMM 1307 - Introduction to Mass Communication~~
- ~~COMM 1336 - Introduction to Radio-TV Production~~
- ~~COMM 1337 - Television Production~~
- ~~COMM 2303 - Radio Production I~~
- ~~COMM 2327 - Introduction to Advertising~~
- ~~COMM 2330 - Introduction to Public Relations~~
- ~~COMM 2339 - Writing for Electronic Media~~
- ~~HRPO 1341 - Human Relations~~
- ~~MRKG 2333 - Principles of Selling~~
- ~~RTVB 2339 - Broadcast Sales~~

and

Select One of the Following:

- ~~RTVB 2164 - Practicum - Radio and Television Broadcasting~~
- ~~RTVB 2264 - Practicum - Radio and Television Broadcasting~~
- ~~RTVB 2364 - Practicum - Radio and Television Broadcasting~~

Total (42 Semester Hours)

Proposed

Radio-TV Certificate (RTVB.CERT)

Major Course Requirements (42 Semester Hours)

- ARTC 1325 - Introduction to Computer Graphics
- COMM 1307 - Introduction to Mass Communication
- COMM 1336 - Introduction to Radio-TV Production
- COMM 1337 - Television Production
- COMM 2303 - Radio Production I
- COMM 2327 - Introduction to Advertising
- COMM 2331 - Announcing for Radio-Television
- COMM 2332 - Broadcast News
- COMM 2339 - Writing for Electronic Media
- COMM 2366 - Introduction to Film
- RTVB 1447 - Audio/Radio Production II
- ~~RTVB 1150 - Radio Experience I~~
- RTVB 2337 - Television Production Workshop I
- RTVB 2164 - Practicum - Radio and Television Broadcasting

and

Select One of the Following:

- ~~MRKG 1341 - Principles of Marketing~~
- ~~MRKG 2333 - Principles of Selling~~

Total (42 Semester Hours)

Curriculum Revision Request

Division: Arts & Sciences

Department/Program: Communications & Theatre/Radio-TV

Prepared by: Lynae Jacob

Request:

Make the following changes to the Radio-TV AAS (RTVB.AAS.RTV):

- Remove RTVB 2339 Broadcast Sales
- Remove RTVB 2364 Practicum-Radio and Television Broadcasting
- Remove Broadcast Sales and Marketing option and all courses listed thereunder
- Add RTVB 1150 Radio Experience I
- Add MRKG 1311-Principles of Marketing and MRKG 2333-Principles of Selling and allow a choice between the two
- Change elective hours to 2-4
- Change total hours to 60 semester hours

Rationale/Justification: Due to low enrollment in the Broadcast Sales and Marketing, the focus of the degree is now on production.

Effects of Revisions:

- | | |
|-------------------------------------|------|
| A. Faculty & Staff Requirements: | None |
| B. Equipment/Facility Requirements: | None |
| C. Location: | N/A |
| D. Income projections: | N/A |

Effective Date: Fall 2013

Current

Radio-TV AAS (RTVB.AAS.RTV)
General Education Requirements (18 Semester Hours)
Communication - 9 Hours

Speech

ENGL 1301 - Composition I

ENGL 1302 - Composition II

Humanities/Fine Arts - 3 Hours

COMM 1336 - Introduction to Radio-TV Production

Mathematics/Natural Sciences - 3 Hours

MATH 1332 - Contemporary Mathematics I

(or any college level Mathematics course)

Social/Behavioral Sciences - 3 Hours

GOVT 2306 - Texas Government

Major Course Requirements (25-27 Semester Hours)

ARTC 1325 - Introduction to Computer Graphics

BCIS 1305 - Business Computer Applications

COMM 1307 - Introduction to Mass Communication

COMM 1337 - Television Production

COMM 2303 - Radio Production I

COMM 2327 - Introduction to Advertising

COMM 2339 - Writing for Electronic Media

~~RTVB 2339 - Broadcast Sales~~

Practicum

RTVB 2164 - Practicum - Radio and Television Broadcasting

or

RTVB 2264 - Practicum - Radio and Television Broadcasting

or

~~RTVB 2364 - Practicum - Radio and Television Broadcasting~~

Major Option Requirements (17-19 Semester Hours)

Student must choose one of the following options:

Broadcast Production

COMM 2331 - Announcing for Radio-Television

COMM 2332 - Broadcast News

COMM 2366 - Introduction to Film

RTVB 1447 - Audio/Radio Production II

or

RTVB 2337 - Television Production Workshop I

~~**Broadcast Sales and Marketing**~~

~~COMM 2330 - Introduction to Public Relations~~

~~HRPO 1311 - Human Relations~~

MRKG 1311 - Principles of Marketing

MRKG 2333 - Principles of Selling

Electives

Complete a sufficient number of elective hours in order to

meet the 62 total hour requirement for the degree.

Total (62 Semester Hours)

Proposed

Radio-TV AAS (RTVB.AAS.RTV)
General Education Requirements (18 Semester Hours)
Communication - 9 Hours

Speech

ENGL 1301 - Composition I

ENGL 1302 - Composition II

Humanities/Fine Arts - 3 Hours

COMM 1336 - Introduction to Radio-TV Production

Mathematics/Natural Sciences - 3 Hours

MATH 1332 - Contemporary Mathematics I

(or any college level Mathematics course)

Social/Behavioral Sciences - 3 Hours

GOVT 2306 - Texas Government

Major Course Requirements (42 Semester Hours)

ARTC 1325 - Introduction to Computer Graphics

BCIS 1305 - Business Computer Applications

COMM 1307 - Introduction to Mass Communication

COMM 1337 - Television Production

COMM 2303 - Radio Production I

COMM 2327 - Introduction to Advertising

COMM 2339 - Writing for Electronic Media

COMM 2331 - Announcing for Radio-Television

COMM 2332 - Broadcast News

COMM 2366 - Introduction to Film

~~RTVB 1150 - Radio Experience I~~

Practicum

RTVB 2164 - Practicum - Radio and Television Broadcasting

or

RTVB 2264 - Practicum - Radio and Television Broadcasting

RTVB 1447 - Audio/Radio Production II

or

RTVB 2337 - Television Production Workshop I.

MRKG 1311 - Principles of Marketing

or

MRKG 2333 - Principles of Selling

Electives (24 Semester Hours)

Complete a sufficient number of elective hours in order to meet the 60 total hour requirement for the degree.

Total (60 Semester Hours)

Curriculum Revision Request	
Division: Allied Health	
Department / Program: Sonography	
Prepared By: Cindy Manchester	
Request	
a. Delete DMSO 2357 Advanced Ultrasound Professionalism & Registry Review	
b.	
c.	
d.	
Rationale / Justification: This course is already being taught as DMSO 2257	
Effects of Revisions	
A. Faculty & Staff Requirements:	Instructor will teach 2hrs lecture, 1 hour lab
B. Equipment/Facility Requirements:	none
C. Location:	none
D. Income projections:	no change
Effective Date: 11/42013	

**Diagnostic Medical Sonography
Proposed Curriculum Changes**

2013

Delete from catalog:

DMSO 2357- Advanced Ultrasound Professionalism and Registry Review

Prerequisites: DMSO 1405, DMSO 1302, DMSO 1342, DMSO 2405, and DMSO 2353

Sonographic profession principles and scope of practice including legal and ethical issues for the sonographer. Department management procedures. Laboratory will include application of advanced techniques and instrumentation. Ergonomics of scanning and injury prevention. Essential concepts of registry preparation.

Hours (3 sem hrs; 2 lec, 3 lab)

DMSO 2257 Remains in catalog- same course description