

**CURRICULUM COMMITTEE**  
**October 25, 2013**  
**Minutes**

**Present:** Bob Austin, Diane Brice, Susan Burks, Tamara Clunis, Kim Davis, Lyndy Forrester, Matthew Goodman, Kim Hays, Alan Kee, Kristin McDonald-Willey, Jerry Moller, Carol Moore, Delila Paredes, Richard Pullen, Mark Rowh, Mark Usnick and Kathy Wetzel

**Absent:** Kristin Edford and Jason Norman

**Others Present:** Kim Crowley

Pullen moved, seconded by Hays to approve minutes from the 10/11/13 meeting. The motion carried.

**ARTS & SCIENCES**  
**Business Administration**

Steve Beckham submitted a request to make the following changes to the Business Administration AS degree:

- Allow ENGL 2311: Technical and Business Writing as an option to ENGL 1302: Composition II
- Allow SPCH 1315: Public Speaking as an option to SPCH 1321: Business and Professional Speaking
- Remove the English literature requirement under Humanities and allow any course from the approved list for Language, Philosophy and Culture

Brice moved, seconded by Burks to approve changes to the Business Administration curriculum. Goodman opposed the deletion of English Literature from the Language, Philosophy & Culture requirement. The motion carried.

**CONTINUING EDUCATION**  
**CNA**

Kim Crowley submitted a request to update the grading scheme for the Certified Nursing Assistant from a Pass/Fail to a letter grade scheme (A, B, C, D, F, W).

Pullen moved, seconded by Hays to approve the grading scheme change for CNA. The motion carried.

**Massage Therapy**

Kim Crowley submitted a request to update the grading scheme for the Massage Therapy from a Pass/Fail to a letter grade scheme (A, B, C, D, F, W). The request also included an addition of 50 clock hours of instruction.

Burks moved, seconded by Usnick to approve the grading scheme change for Massage Therapy and the additional hours of instruction. The motion carried.

## **Phlebotomy**

Kim Crowley submitted a request to update the grading scheme for the Phlebotomy from a Pass/Fail to a letter grade scheme (A, B, C, D, F, W).

Pullen moved, seconded by Goodman to approve the grading scheme change for Phlebotomy. The motion carried.

## **TECHNICAL EDUCATION**

### **Code of Conduct**

Lyndy Forrester submitted a request to implement a student Technical Education Code of Professional Conduct for technical programs on the East Campus.

Davis moved, seconded by Pullen to approve the Code of Professional Conduct for technical programs on East Campus. The motion carried.

## Curriculum Revision Request Form

**Division:** ARTS & SCIENCES  
**Department / Program:** BUSINESS / BUSINESS ADMINISTRATION  
**Prepared by:** STEVE BECKHAM  
**Request:** REVISIONS - BUSINESS ADMINISTRATION A.S.

- Course additions must include student learning outcomes
  - Program changes/additions must include program goals
- a. Add ***SPCH 1315 – Public Speaking*** as option with ***SPCH 1321 – Business and Professional Speaking*** for General Education Requirement under Communication
  - b. Add ***ENGL 2311 – Technical and Business Writing*** as option with ***ENGL 1302 - Freshman Composition II*** for General Education Requirement under Communication
  - c. Remove “English Literature” specification from General Education Requirement under Humanities and replace with “any Humanities course from the General Education course list”.
  - d. Remove ***BUSI 1301 - Introduction to Business*** from Major Course Requirements
  - e. Add ***BUSI 2301 - Business Law*** to Major Course Requirements
  - f. Add additional prerequisite [***MATH 0303***-minimum grade of C, a TSI score of 350+] to existing prerequisite for the following three courses:
    - ACCT 2301 - Accounting Principles I***
    - ECON 2301 - Principles of Macroeconomics***
    - ECON 2302 - Principles of Microeconomics***

**Rationale / Justification / Assessment Data:**

Revisions (a.), (b.), and (c.) offer additional options to students while achieving the same educational goals.

Revisions (d.) and (e.) provide an opportunity to align the A.S. curriculum with the primary transfer schools chosen by students pursuing a 4-year degree in Business.

Revision (f.) ensures a baseline knowledge of general mathematics before attempting coursework that is based upon and utilizes mathematical concepts.

## BUSINESS ADMINISTRATION A.S.

<b>CURRENT</b>	<b>PROPOSED</b>
<p><u>GENERAL EDUCATION REQUIREMENTS (42 Semester Hours)</u></p> <p><b>Communication – 9 Hours</b>            ENGL 1301 – Composition I            ENGL 1302 – Composition II            SPCH 1321 – Business and Professional Speaking</p> <p><b>Social Behavioral Sciences – 15 Hours</b>            ECON 2301 – Principles of Macroeconomics            GOVT 2305 – United States Government            GOVT 2306 – Texas Government            HIST 1301 – United States History I            HIST 1302 – United States History II</p> <p><b>Humanities – 3 Hours</b>            English Literature from the Humanities course list</p> <p><b>Fine Arts – 3 Hours</b>            Fine Arts</p> <p><b>Mathematics – 3 Hours</b>            MATH 1324 – Mathematics for Business Decisions I</p> <p><b>Natural Sciences – 8 Hours</b>            Natural Sciences</p> <p><b>Lifetime Fitness – 1 Hour</b>            Lifetime Fitness</p>	<p><u>GENERAL EDUCATION REQUIREMENTS (42 Semester Hours)</u></p> <p><b>Communication – 6 Hours</b>            ENGL 1301 – Composition I  <b>ENGL 1302 – Composition II or ENGL 2311 – Technical and Business Writing</b></p> <p><b>Mathematics – 3 Hours</b>            MATH 1324 – Mathematics for Business Decisions I</p> <p><b>Life and Physical Sciences – 6 Hours</b></p> <p><b>Language, Philosophy &amp; Culture – 3 Hours</b></p> <p><b>Creative Arts – 3 Hours</b></p> <p><b>Government – 6 Hours</b>            GOVT 2305 – United States Government            GOVT 2306 – Texas Government</p> <p><b>History – 6 Hours</b>            HIST 1301 – United States History I            HIST 1302 – United States History II</p> <p><b>Social Behavioral Sciences – 3 Hours</b>            ECON 2301 – Principles of Macroeconomics</p> <p><b>Institutional Requirements – 6 Hours</b>  <b>SPCH 1321 – Business and Professional Speaking</b>            or  <b>SPCH 1315 – Public Speaking</b>  <b>EDUC 1300 – First Year Seminar</b>  <b>Or</b>  <b>EDUC 1200 – First Year Seminar</b>  <b>AND</b>  <b>EDUC 1164 – Fitness and Wellness</b></p>
<p><u>MAJOR COURSE REQUIREMENTS (18 Semester Hours)</u></p> <p>ACCT 2301 – Accounting Principles I            ACCT 2302 – Accounting Principles II            BCIS 1305 – Business Computer Applications            BUSI 1301 – Introduction to Business            ECON 2302 – Principles of Microeconomics            MATH 1325 – Mathematics for Business Decisions II</p>	<p><u>MAJOR COURSE REQUIREMENTS (18 Semester Hours)</u></p> <p>ACCT 2301 – Accounting Principles I            ACCT 2302 – Accounting Principles II            BCIS 1305 – Business Computer Applications  <b>BUSI 2301 – Business Law I</b>            ECON 2302 – Principles of Microeconomics            MATH 1325 – Mathematics for Business Decisions II</p>
<p><b>TOTAL SEMESTER HOURS (60)</b></p>	<p><b>TOTAL SEMESTER HOURS (60)</b></p>

**Curriculum Revision Request Form**

**Division:** Continuing Education

**Department/Program:** Center for Continuing Healthcare Education (CCHcE)  
CNA Program

**Prepared By:** Kim Crowley, Director CCHcE

**Request:** Change grade scheme to: A, B, C, D, F, W

**Rational/Justification:** Align CE and academic grading. The CNA program will be a feeder program into the academic LVN and the soon to be developed academic Clinical Medical Assistant program.

**Effects of Revisions:**

- A. Faculty & Staff Requirements: Existing faculty will teach courses
- B. Equipment/Facility Requirement: No change in facilities is required
- C. Location: West Campus, Building A, room 206
- D. Income Projections: No Change in Income of Expenses

**Effective Date:** Fall 2013 for the grade scheme change

Current	Proposed
<b>Continuing Education Program Certified Nursing Assistant</b>	<b>Continuing Education Program Certified Nursing Assistant</b>
<b>The current program for CNA consists Three courses totaling 155 contact hours</b>	
<b>EMSP- 1020 = 8 hours CPR for Healthcare - CNAs</b>	
<b>NURA = 1060 – Clinical course – on site in a long-term care facility and on blackboard – 58 hours.</b>	
<b>NURA = 1001 – CNA Lecture – in class and online in blackboard – 89 contact hours</b>	
<b>Current grade scheme: S – Satisfactory U - Unsatisfactory</b>	<b>Proposed grade scheme: A, B, C, D, F, W</b>

**Curriculum Revision Request Form**

**Division:** Continuing Education

**Department/Program:** Center for Continuing Healthcare Education (CCHcE)  
Massage Therapy CE Certificate Program

**Prepared By:** Kim Crowley, Director CCHcE

**Request:** Increase in total contact hours from 506 to 556  
Change grade scheme to: A, B, C, D, F, W

**Rational/Justification:** Required regulatory change by the  
Texas Department of State Health Services

**Effects of Revisions:**

- |                                    |   |
|------------------------------------|---|
| A. Faculty & Staff Requirements:   | Existing faculty will teach courses   |
| B. Equipment/Facility Requirement: | No change in facilities is required   |
| C. Location:                       | West Campus, Building A, room 210   |
| D. Income Projections:             | The increase in contact hours will increase<br>tuition in the amount of \$130 per student |

**Effective Date:** Fall 2014 for contact hour increase

Fall 2013 for the grade scheme change

Current	Proposed
Continuing Education Certificate Program Massage Therapy	Continuing Education Certificate Program Massage Therapy
The current CE Certificate program in Massage Therapy, consist of 506 contact hours	Rational for proposed changes:  The CE Certificate program in Massage Therapy is undergoing upcoming regulatory changes by the Texas Department of State Health Services to increase the program to 556 contact hours.
Current total contact hours = 506	Increase hours to = 556
<p>Currently no requirement for CPR course</p> <p>MSSG 2086 – Internship – Massage Therapy/Therapeutic Massage Current contact hours = 50</p> <p>MSSG 1011 – Massage Therapy Fundamentals I Current contact hours = 125</p> <p>MSSG 2011 – Massage Therapy Fundamentals II Current contact hours = 75</p> <p>MSSG 1007 – Business Practices and Professional Ethics Current contact hours = 48</p> <p>MSSG – 2014 – Pathology for Massage Current contact hours = 40</p>	<p>Additional hours include –</p> <p>Added course: EMSP 1019 - 7 hour CPR course, which is now a requirement for employment as a Massage Therapist and for initial licensure.</p> <p>MSSG 2086 – Internship – Massage Therapy/Therapeutic Massage Add 25 contact hours = 75 (Will include the optional chair massage)</p> <p>MSSG 1011 – Massage Therapy Fundamentals I Add 5 contact hours = 130 ← <i>not allowed 76-128</i></p> <p>MSSG 2011 – Massage Therapy Fundamentals II Add 5 hours = 80</p> <p>MSSG 1007 – Business Practices and Professional Ethics Add 5 hours = 53</p> <p>MSSG – 2014 – Pathology for Massage Add 3 hours = 43</p>
Current grade scheme: S – Satisfactory U - Unsatisfactory	Proposed grade scheme: A, B, C, D, F, W



**Curriculum Revision Request Form**

**Division:** Continuing Education

**Department/Program:** Center for Continuing Healthcare Education (CCHcE)  
Phlebotomy Program

**Prepared By:** Kim Crowley, Director CCHcE

**Request:** Change grade scheme to: A, B, C, D, F, W

**Rational/Justification:** Align CE and academic program. The CE and academic courses will be linked.

**Effects of Revisions:**

- A. Faculty & Staff Requirements: Existing faculty will teach courses
- B. Equipment/Facility Requirement: No change in facilities is required
- C. Location: West Campus, AH, room 106
- D. Income Projections: No Change in income or expenses

**Effective Date:** Fall 2013 for the grade scheme change

Current	Proposed
Continuing Education Phlebotomy Program	
Current total contact hours = 160	
Current grade scheme: S – Satisfactory U - Unsatisfactory	Proposed grade scheme: A, B, C, D, F, W

## **Curriculum Revision Request Form**

**Division:** Technical Education

**Department / Program:** Dean's Office: Technical Education/ East Campus

**Prepared by:** Lyndy Forrester, Dean of Technical Education

**Request(s):**

- A. Approve the attached Code of Professional Conduct for East Campus Students

**Rationale / Justification / Assessment Data:**

- A. This Code of Conduct will be adopted starting in the Spring of 2014. The VPAA suggested the code be approved by the AC curriculum committee.

**Effects of Revisions:**

**A. Faculty & Staff Requirements:**

**B. Equipment/Facility Requirements:** All East Campus faculty will wear AC logo shirts

**C. Location:** East Campus

**D. Income projections:** NA

**Effective Term:** Spring 2014

## **Amarillo College Technical Education Code of Professional Conduct**

Amarillo College has the responsibility to provide you with the education, training and “hands on” practice to become a professional in your chosen field. The instruction, equipment, facilities and apparatus are provided for your use. Studying, practicing and *learning* are required by you.

As a participating student in Amarillo College Technical Programs, you will be expected to act, perform and train in a professional manner. The following rules and guidelines are to be followed by everyone.

### **Attendance:**

Unless it is an emergency, it is highly recommended that you do not miss class. Recovery of missed information will be the responsibility of the student. Class begins at the scheduled time. If you are not in your seat in class or at the designated location during laboratory exercises, you will be counted as tardy. The student will be required to show an acceptable understanding of the topic(s) covered during their absence. Check syllabus for your instructor’s policy regarding attendance.

### **Professional Attire:**

Every student will be required to wear an approved AC logo shirt to both class and lab. Shirts must be ordered through your advisor during the registration period. It is recommended that each student purchase one shirt for every class in which they are registered.

Pants will be:

- clean and well maintained
- no large rips or tears
- held at the waist (i.e no sagging)
- blue jeans or long pants (no sweats/exercise pants)
- have no hanging chains/loose strings (safety issue)

You are expected to reflect the dignity, pride and respectfulness of an industry professional. As a representative of Amarillo College’s Technical Education Program you shall wear your AC logo shirt while in the classroom and on the training field or in the laboratory.

There will be no caps, hats, bandanas, beanies, or hoods allowed to be worn in the classroom. Lab attire will be determined by your instructor. Please check your syllabus.

Your Personal Protective Equipment (PPE) shall be worn when indicated by the instructor in charge during any training, field, or laboratory exercises. It is your responsibility to keep your equipment clean and in good shape.

**Required professional attire is mandatory for class and laboratory participation.**

**Tools / Equipment / Books / Supplies / PPE:**

You must show up to class with the required list of tools/equipment/books/supplies/PPE listed on your syllabus in order to be allowed to participate and earn credit for the day.

**Conduct:**

Due to the importance of maintaining a **safe atmosphere** in the training field/laboratory environment as well as in the classroom, any disruptive behavior will not be tolerated. All students are expected to be respectful, courteous, attentive and quiet in order to support the learning environment.

There shall be no smoking except in designated areas and during designated breaks.

Students shall refrain from the use of abusive or slanderous language. There is to be no horseplay, fighting, harassment or misconduct by anyone. Any student who uses, has in their possession, or is under the influence of illegal drugs or alcohol on campus or at the training field will immediately be turned over to the campus police for appropriate action. This will be a ZERO tolerance policy with immediate steps taken toward withdrawal from Amarillo College.

Anyone who is caught cheating on an exam or quiz will immediately be excused from class and not allowed to return. This is an Amarillo College rule and will be strictly enforced. This applies to plagiarism as well.

**Electronic Devices:**

All electronic devices which produce audible sounds **must be silenced** during class and on the laboratory/training field. All visual slides and materials are the property of the instructor and may be copyright protected, hence no photocopy is allowed.

See the syllabus for your instructor's policy on this matter.

**Grievances:**

Any student who feels that there is a conflict with a course instructor should first make every effort to resolve that matter with the instructor. If you are unable to resolve differences then you should seek resolution from the immediate supervisor of the instructor or the course coordinator.

**NOTE: Compliance with the Amarillo College Technical Education Code of Professional Conduct is mandatory for class participation.**