

CURRICULUM COMMITTEE

**January 31, 2014
Minutes**

- Present:** Diane Brice, Susan Burks, Tamara Clunis, Kristin Edford, Matthew Goodman, Alan Kee, Kristin McDonald-Willey, Carol Moore, Delila Paredes, Richard Pullen, Mark Rowh and Mark Usnick
- Absent:** Bob Austin, Kim Davis, Lyndy Forrester, Kim Hays, Jerry Moller, Jason Norman and Kathy Wetzel
- Others Present:** Don Abel, Becky Burton, Carol Buse, Brent Cavanaugh, Craig Clifton, Jill Gibson, Victoria Taylor-Gore, Derek Weathersbee

ARTS & SCIENCES **Art/Graphic Design**

Vicky Taylor-Gore submitted a request to add the following courses to the courses inventory:

- **ARTC 1394: Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects**
Prerequisites: ARTC 1325 and ARTC 1327 or instructor consent
Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
(3 sem hrs; 2 lec, 2 lab)
Learning Outcomes:
 - Apply a basic understanding of 2-D animated motion graphics and video editing for various delivery media.
 - Composite video, motion graphics, digital images, vector and pixel graphics, titles, and kinetic typography into cohesive motion graphics pieces.
 - Apply basic theories and processes of video/audio editing using non-linear editing software.
 - Edit and output motion graphics and video for various delivery media.
 - Assemble a demo reel of video and motion graphics projects including short videos, kinetic logo design, animated PSAs, broadcast titling, and advertising spots.
- **ARTV 2335: Portfolio Development for Animation**
Prerequisites: Successful completion of 12 hrs of ARTC coursework and 9 hrs of ARTV coursework or instructor consent.
A course in the development of a professional portfolio to showcase the student's skills in animation. Includes self-promotion, resumes, portfolio distribution and interview techniques.
(3 sem hrs; 2 lec, 2 lab)

Learning Outcomes:

- Prepare a professional portfolio of student's work
- Demonstrate effective interview techniques
- Rehearse the job interview process
- Prepare resumes and cover letters
- Create self-promotional collateral material pieces
- Demonstrate an understanding of the client branding process and procedures
- Compile a prospective employer and school list

Vicky Taylor-Gore submitted a request to make the following changes to the Art/Graphic Design Certificate (ARTC.CERT.GD):

- Delete the following courses from the Major Requirements:
 - ARTC 1349: Art Direction I
 - ARTC 2311: History of Communication Graphics
 - ARTC 2317: Typographic Design
 - ARTC 2335: Portfolio Development for Graphic Design
- Add the following course to the Major Requirements:
 - ARTC 1394: Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects
- Reduce the total from 36 to 27 semester hours

Vicky Taylor-Gore submitted a request to make the following changes to the Art/Graphic Design Associate Degree (ARTC.AAS):

- Replace ARTS 1304: Art History II with ARTS 1311: Design I in the Creative Arts requirement
- Delete the following courses from the Major Requirements:
 - ARTS 1311: Design I
 - ARTC 2311: History of Communication Graphics
 - ARTC 2317: Typographic Design
 - ARTC 2335: Portfolio Development for Graphic Design
 - IMED 2315: Web Page Design II
- Add the following course to the Major Requirements:
 - ARTC 1313: Digital Publishing I
 - ARTC 1394: Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects
- Delete the following courses from the Print Media option:
 - ARTC 1313: Digital Publishing I
 - ARTS 2316: Painting I
 - ARTS 2323: Life Drawing I
- Add the following courses to the Print Media option:
 - ARTC 2311: History of Communication Graphics
 - ARTC 2335: Portfolio Development for Graphic Design
 - IMED 2315: Web Page Design II

- Make the following changes to the Animation option:
 - Delete ARTV 1211: Storyboard
 - Add ARTV 2335: Portfolio Development for Animation
- Delete the following courses from the Web Design option:
 - ARTC 1313: Digital Publishing I
 - BCIS 1305: Business Computer Applications
 - ITSE 2309: Database Programming
- Add the following courses to the Web Design option:
 - IMED 2315: Web Page Design II
 - ARTS 2356: Fundamentals of Photography I
 - ARTC 2335: Portfolio Development for Graphic Design
- Delete 3 hours electives
- Reduce the total from 68-72 to 60 semester hours

Burks moved, seconded by Usnick to approve the changes to the Art/Graphic Design program. The motion carried.

Photography

Vicky Taylor-Gore submitted a request to add the following courses to the courses inventory:

- PHTC 2340: Photographic Studio Management
 Prerequisite: ARTS 2356 or instructor consent
 In-depth study of photography business management, pricing, market analysis, promotion, networking, job acquisition and photographic equipment analysis.
 (3 sem hrs; 2 lec, 2 lab)
 Learning Outcomes:
 - Explain process of establishing and operating a photographic business
 - Write a job qualification brief and network protocol
 - Develop studio pricing
 - Outline a marketing campaign
 - Compile a business plan
- PHTC 1391: Special Topics in Commercial Photography
 Prerequisite: ARTS 2356 or instructor consent
 Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
 (3 sem hrs, 2 lec, 2 lab)
 Learning Outcomes:
 - Demonstrate the ability to record video effectively with a digital camera (of design approved by instructor) and how to use required accessories.
 - Produce audio for video projects that are shot with a digital camera.
 - Edit video and audio in video projects shot with a digital camera.

- Demonstrate an understanding of basic camera framing, lighting, movement, composition, transitions and sound design in a video project.
- Plan, organize and manage an efficient workflow in video projects shot on location with digital cameras.
- Apply design and storytelling principles in a video production.
- Demonstrate an understanding of the challenges of working on a project with or without a crew.
- Produce successful video projects that are shot with a digital camera.

Vicky Taylor-Gore submitted a request to make the following changes to the Photography Certificate (PHTC.CERT):

- Update the program description to read:
 - For students and professionals intent on learning the foundational skills of photography. Students must provide for their own use the following equipment: digital camera (of design approved by instructor), light meter, flash unit and tripod.
 - Delete the following courses from the Major Requirements:
 - PHTC 2343: Portfolio Development
 - PHTC 2345: Illustrative Photography II
 - PHTC 2353: Portraiture II
 - Delete the following courses from the Related Course Requirements:
 - COMM 1337: Television Production
 - COMM 2327: Introduction to Advertising
 - Reduce the total from 39 to 24 semester hours

Vicky Taylor-Gore submitted a request to make the following changes to the Photography Associate Degree (PHTC.AAS):

- Delete ENGL 1302: Composition II from the General Education requirements
- Delete the following courses from the Related Required Courses:
 - COMM 1307: Introduction to Mass Communication or COMM 2327: Introduction to Advertising
- Delete Major Course Electives
- Delete Photo Practicum or Electives
- Add the following courses to the Major Course Requirements:
 - PHTC 2345: Illustrative Photography II
 - PHTC 2353: Portraiture II
 - PHTC 2340: Photographic Studio Management
 - PHTC 1391: Special Topics in Commercial Photography
- Decrease the total from 63 to 60 semester hours

Burks moved, seconded by Goodman to approve the changes to the Photography program. The motion carried.

Core Curriculum

Amarillo College submitted its core curriculum proposal to the Texas Higher Education Coordinating Board in October 2013. AC received THECB approval, with the exception of certain courses, on January 17, 2014.

Kee moved, seconded by Burks to approve the THECB core curriculum. The motion carried.

Deactivated Programs

Jerry Moller submitted a request to deactivate the following programs due to low enrollment and low graduation rates:

- Architecture (ARCH.AS)
- Biotechnology (BIOT.AS)
- Human Science (HUSC.AS)
- Human Science/Child Development (HUSC.AS.TECA)
- Modern Languages (LANG.AA)
- Pre-Law (LAW.AA)
- Pre-Law (LAW.AS)
- Photography (PHTC.AA)
- Speech Communication (SPCH.AA)

Usnick moved, seconded by Pullen to approve deactivation of the programs. The motion carried.

Business Administration/CIS

Carol Buse submitted a request to make the following changes to the Business Administration/CIS program:

- Replace BCIS 2390: Systems Analysis I with COSC 2430: Programming Techniques and Logic Design II

Edford moved, seconded by Goodman to approve changes to the BUSI.AS.CIS degree. The motion carried.

Computer Information Systems

Carol Buse submitted a request to make the following changes to the Computer Information Systems associate degree (COSC.AAS):

- Replace ECON 2301: Principles of Macroeconomics with BCIS 1305: Business Computer Applications in the social/behavioral science requirement
- Remove ARTS 1311: Design I and allow any approved course for the Language, Philosophy & Culture/Creative Arts requirement
- Replace BCIS 1401: Microcomputer Applications with ITSC 2335: Applications Software Problem Solving

- Replace ITSC 1407: UNIX Operation System I with ITSC 1307: UNIX Operation System I
- Delete the following options:
 - Business
 - Education
 - Media
 - Recording Engineering
- Combine the Cyber-Security and Computer Information Systems options into a Software, Security and Networking (SSN) option to include the following courses:
 - ITSY 2300: Operating System Security
 - ITCC 1401: Cisco I – Network Fundamentals
 - ITCC 1404: Cisco II – Routing Protocols and Concepts
 - CPMT 2349: Advanced Networking
- Update the Web Development option:
 - Delete ARTC 1327: Typography
 - Delete ARTC 1353: Computer Illustration
 - Add ITSE 2302: Intermediate Web Programming

Burks moved, seconded by Edford to approve changes to the Computer Information System AAS. The motion carried.

Carol Buse submitted a request to deactivate the following marketable skills certificate:

- Microcomputer Software Specialist Certificate (COSC.MKT.MIC)

And add the following level 1 certificate:

- Computer System Support Certificate
The Computer System Support Certificate prepares the student for computer support tasks such as replacing computer parts, installing and maintaining small networks, maintaining security of computer systems, and creating and maintaining files using Microsoft Office. Students are prepared to take the following industry certification exams: Microsoft Office Specialist (MOS), CompTIA A+, Security +, Network + exams.
 - BCIS 1305: Business Computer Applications
 - ITSC 2335: Application Software Problem Solving
 - ITSE 2309: Database Programming
 - CPMT 1351: IT Essentials: PC Hardware and Software
 - ITSY 1342: Information Technology Security

Pullen moved, seconded by Kee to approve the deletion of the marketable skills certificate and the addition of the level 1 certificate. The motion carried.

Criminal Justice

Toni Gray submitted a request to make the following changes to the Criminal Justice AS (CRIJ.AS) degree:

- Delete CRIJ 2314: Criminal Investigation

- Delete BCIS 1305: Business Computer Applications
- Reduce the total from 66 to 62 semester hours

Pullen moved, seconded by Usnick to approve the changes to the CRIJ.AS degree. The motion carried.

Toni Gray submitted a request to make the following changes to the Forensic Science AS (FORS.AS) degree:

- Delete the 4 hour natural science requirement in the Major Course Requirements
- Reduce the total from 63 to 61 semester hours

Pullen moved, seconded by Kee to approve the changes to the FORS.AS degree. The motion carried.

Toni Gray submitted a request to make the following changes to the Criminal Justice AAS (CJLE.AAS.LENF) degree:

- Delete the following courses from the Law & Public Safety Core:
 - BUSI 2301: Business Law I
 - CRIJ 1310: Fundamentals of Criminal Law
 - POFL 1305: Legal Terminology
- Add the following course to the Law & Public Safety Core:
 - BCIS 1305: Business Computer Applications
- Add the following course to the Major Course requirements:
 - CRIJ 1310: Fundamentals of Criminal Law
- Delete the following courses from the Homeland Security Option:
 - HMSY 1340: Homeland Security Intelligence Ops
 - FORS 2440: Forensic Science I
 - FORS 2450: Forensic Science II
 - ITCC 1401: Cisco Exploration I – Network Fundamentals
- Add the following courses to the Homeland Security Option:
 - PHIL 1304: Introduction to World Religions
 - PHIL 2306: Introduction to Ethics
 - PSYC 2319: Social Psychology
 - SOCI 1306: Social Problems
 - SOCI 2319: Minority Studies
 - ITDF 1300: Introduction to Digital Forensics
 - ITSY 2300: Operating System Security

Pullen moved, seconded by Goodman to approve the changes to the CJLE.AAS.LENF degree. The motion carried.

English

Dan Ferguson submitted a request to update the following course description:

- ENGL 2307: Creative Writing
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting or drama.

Brice moved, seconded Usnick by to approve the ENGL 2307 course description. The motion carried.

Legal Studies

Bruce Moseley submitted a request to add the following course to the course inventory:

- LGLA 2166: Practicum Specialty – Paralegal/Legal Assistant
Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.
(1 sem hr; 10 hrs practicum)
Learning Outcomes:
 - As outlined in the learning plan, apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry
 - Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Brice moved, seconded by Kee to approve the addition of LGLA 2166 to the course inventory. The motion carried.

Mass Communication

Jill Gibson submitted a request to add the following courses to the course inventory:

- ETWR 1391: Special Topics: Social Media Tools: Design and Implementation; Special topics in Professional, Technical, Business and Scientific Writing
Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
(3 sem hrs; 3 lec)
Learning Outcomes:
 - Learn how to promote organizations, products, and services using social media tools such as blogs, Facebook, and Twitter.
 - Adhering to the rules of online etiquette, learn how to build a community and curate its contributed information so that the information reliably provides online support for products or services.
- MRKG 2312: e-Commerce Marketing

Explore electronic tools utilized in marketing; focus on marketing communications in developing customer relationships.

(3 sem hrs; 3 lec)

Learning Outcomes:

- Perform market analysis
 - Develop e-Marketing goals and evaluate electronic communications
 - Identify target audience
 - Design and evaluate customer feedback techniques.
- IMED 2359: Interactive Web Elements
Production of projects using current web development tools that may incorporate dynamic data, web graphics, animation, Television and Radio streaming.

(3 sem hrs; 3 lec)

Learning Outcomes:

- Select and utilize web animation and graphic programs applicable to specified business conditions and applications
 - Create and add animation to a website
 - Digitize and stream a Television segment to a website
 - Utilize World Wide Web Consortium (W3C) standards.

Add the following marketable skills certificates:

- Social Media Marketable Skills Certificate (RTVB.MKT.SM)
With the semester-long Social Media Marketable Skills Certificate, students will learn to leverage social media skills to market products and share information using online outlets. This is an ideal option for professionals seeking to update their knowledge of new media or beginning students who want to get a quick start on the path to a social media or online marketing career.
 - ARTC 1325: Introduction to Computer Graphics
 - ETWR 1391: Social Media Tools
 - IMED 1316: Web Page Design I
 - MRKG 2312: e-Commerce Marketing
- Digital Media Image and Design Marketable skills Certificate (RTVB.MKT.DM)
The Digital Media Image and Design Marketable Skill Certificate will give students a one semester crash course in computer graphics, web page design, digital photography and photo manipulation. On its own or added to another certificate, this option gets students started on the road to careers in computer layout and design both for print and online publications.
 - ARTC 1325: Introduction to Computer Graphics
 - COMM 1318: Photography I
 - COMM 1307: Introduction to Mass Communication
 - IMED 1316: Web Page Design I

Make the following changes to the Radio/TV certificate (RTVB.CERT):

- Change the name to Mass Media Certificate

- Delete the following courses:
 - COMM 1337: Television Production
 - COMM 2327: Introduction to Advertising
 - COMM 2339: Writing for Electronic Media
 - RTVB 2164: Practicum
 - COMM 2331: Announcing for Radio-Television
 - COMM 2332: Broadcast News
 - COMM 2366: Introduction to Film
 - RTVB 1447: Audio/Radio Production II
 - RTVB 2337: Television Production Workshop I
 - RTVB 1150: Radio experience I
 - MRKG 1311: Principles of Marketing
 - MRKG 2333: Principles of Selling
- Add the following options:
 - Online Marketing (21 semester hours)
 - COMM 1337: Video Production II
 - COMM 2327: Introduction to Advertising
 - COMM 2330: Introduction to Public Relations
 - COMM 2339: Writing for Electronic Media
 - ETWR 1391: Social Media Tools
 - IMED 1316: Web page Design I
 - MRKG 2312: e-Commerce Marketing
 - Media Production (22 semester hours)
 - COMM 1318: Photography I
 - COMM 1337: Video Production II
 - COMM 2332: Digital & Broadcast News
 - IMED 1316: Web Page Design I
 - IMED 2359: Interactive Web Elements
 - RTVB 1150: Radio Experience
 - RTVB 2337: Video Production Workshop I
 - COMM 2326: Media Internship
 - Media Content (21 semester hours)
 - COMM 1318: Photography I
 - COMM 1327: Television Production
 - COMM 2311: News Reporting & Writing I
 - COMM 2315: News Reporting & Writing II
 - COMM 2327: Introduction to Advertising
 - COMM 2332: Digital & Broadcast News
 - COMM 2339: Writing for Electronic Media

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

- Change the name to Mass Media Associate of Applied Science
- Delete the following courses:
 - ENGL 1302: Composition II

- BCIS 1305: Business Computer Applications
- COMM 1307: Introduction to Mass Communication
- COMM 2327: Introduction to Advertising
- COMM 2331: Announcing for Radio-Television
- RTVB 2264: Practicum
- RTVB 1447: Audio/Radio Production II
- MRKG 1311: Principles of Marketing
- MRKG 2333: Principles of Selling
- Electives
- Add the following courses:
 - COMM 1318: Fundamentals of Photography
 - COMM 1336: Audio/Video Production I
 - ETWR 1391: Social Media Tools
 - IMED 2359: Interactive Web Elements
- Add the following options:
 - Online Marketing
 - COMM 1337: Video Production II
 - COMM 2311: News Reporting & Writing I
 - COMM 2327: Introduction to Advertising
 - COMM 2330: Introduction to Public Relations
 - COMM 2332: Digital & Broadcast News
 - COMM 2339: Writing for Electronic Media
 - MRKG 2312: e-Commerce Marketing
 - IMED 1316: Web Page Design
 - Media Production
 - COMM 1337: Video Production II
 - COMM 2332: Digital & Broadcast News
 - COMM 2339: Writing for Electronic Media
 - COMM 2326: Media Internship
 - RTVB 1150: Radio Experience I
 - RTVB 1447: Audio/Radio Production II
 - RTVB 2337: Video Production Workshop I
 - IMED 1316: Web Page Design I
 - Media Content
 - COMM 1337: Video Production II
 - COMM 2311: News Reporting & Writing I
 - COMM 2315: News Reporting & Writing II
 - COMM 2326: Media Internship
 - COMM 2327: Introduction to Advertising
 - COMM 2332: Digital & Broadcast News
 - COMM 2339: Writing for Electronic Media
 - IMED 1316: Web Page Design I

Make the following changes to the Mass Communication AS (COMM.AS.MCOMM) degree:

- Change the name to Mass Media Associate of Science
- Require COMM 1307: Introduction to Mass Communication for Language, Philosophy & Culture
- Require COMM 2366: Introduction to Film for Creative Arts
- Delete the following options:
 - Advertising/Public Relations
 - Journalism
 - Radio/Television
- Add the following courses to the Major Course requirements:
 - COMM 1336: Audio/Video Production I
 - COMM 2311: News Reporting & Writing I
 - ARTC 1325: Introduction to Computer Graphics
 - Choose 9 hours from:
 - COMM 1318: Photography I
 - COMM 1337: Video Production II
 - COMM 2303: Audio/Radio Production I
 - COMM 2326: Practicum in Electronic Media
 - COMM 2315: News Reporting & Writing II
 - COMM 2332: Digital & Broadcast News
 - COMM 2330: Introduction to Public Relations
 - COMM 2339: Writing for Electronic Media
 - COMM 2327: Introduction to Advertising
 - COMM 2305: Editing & Design
 - RTVB 1150: Radio Experience

Goodman moved, seconded by Edford to approve the changes to the Mass Communication and Radio/TV Programs. The motion carried.

Sports and Exercise Science

Craig Clifton submitted a request to make the following changes to the Sports & Exercise Science program:

- Deactivate the Sports and Exercise Sciences – All Level PE (PHED.AS.PE) degree
- Deactivate the Sports and Exercise Sciences – Secondary Coaching (PHED.AS.SES) degree

Make the following changes to the Sports and Exercise Sciences – Fitness Professional (PHED.ED):

- Change the title to Sports and Exercise Sciences AS
- Update the program description as follows:
 - The Sports and Exercise Sciences (SES) curriculum provides basic courses for the first two years of a four-year curriculum leading to a Bachelor's degree in

Coaching/Teaching, Health Fitness Specialist and other related degrees required for employment in Education and in the Health and Fitness Industry.

It also provides courses for immediate entry into the workforce as a Personal Trainer, Group Fitness Trainer, Sports Official and other related professions. Students should choose the degree option that best meets their educational objectives. Students working towards a Bachelor's degree should plan their program to match the specific requirements of the senior institution of choice. Programs differ significantly. Students must consult with the major advisor for course selection.

- Include the following options:
 - Education-Coach/Teacher (Secondary)
 - The Secondary Coach/Teacher curriculum is primarily for students who are seeking to coach and teach in grades 8 - 12. This option fulfills the first two years of a four-year curriculum leading to a Bachelor's degree.
 - Major Course Requirements (6 semester hours)
 - EDUC 1301: Introduction to the Teaching Profession
 - EDUC 2301: Introduction to Special Populations
 - Recommended Courses (12 semester hours)
 - Students will be advised based on the university to which they plan to transfer. Possible course options include:
 - PHED 1301: Introduction to Physical Fitness and Sport
 - PHED 1308: Sports Official Certification
 - PHED 1101: Lifetime Fitness
 - Personal and Group Trainer
 - This option is designed to prepare students to become personal trainers and group trainers. Upon completion, students will be prepared for employment as a personal trainer and group trainer. Certification through the National Strength and Conditioning Association (NSCA) and Aerobics and Fitness Association of America (AFAA) are optional.
 - Major Course Requirements (20 Semester Hours)
 - PHED 1301: Introduction to Physical Fitness and Sport
 - PHED 1271: Personal Trainer Precertification
 - PHED 1123: Personal Trainer Precertification Lab
 - PHED 1125: personal Trainer Precertification Internship
 - PHED 1306: Standard First Aid and CPR Training
 - BIOL 2401: Human Anatomy & Physiology I
 - Any three activity classes PHED 1102-2128
- Reduce the total from 64 to 62 semester hours

Pullen moved, seconded by Kee to approve the changes to the Sports & Exercise Science degrees. The motion carried.

Theatre

Ray Newburg submitted a request to make the following changes to the Theatre degree:

- Add SPCH 1318: Interpersonal Communication to the speech requirement
- Move DRAM 1351: Acting I from the Major Course Requirements to Creative Arts
- Delete DRAM 2121: Theatre Practicum from Major Course Requirements
- Reduce total from 64 to 62 semester hours

Kee moved, seconded by to Pullen approve the changes to the Theatre program with the correction of the LPC and First Year Seminar. The motion carried.

Associate Degree Nursing

Richard Pullen submitted a request to make the following changes to the Associate Degree Nursing program:

- Replace BIOL 2421: Microbiology for Science Majors with BIOL 2420: Microbiology for Non-Science Major

Usnick moved, seconded by Burks to approve the change to the ADN microbiology requirement. The motion carried.

- And Increase Elsevier (HESI-Evolve) examination fees from \$155 to \$166

Brice moved, seconded by Paredes to approve the increased HESI-Evolve fees. The motion carried.

Clinical Medical Assistant

Mark Rowh submitted a request to add the following courses into the course inventory:

- MDCA 1164: Practicum (or Field Experience) Medical/Clinical Assistant
Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.
(1 sem hr; 7 practicum)
Learning Outcomes:
 - As outlined in the learning plan, apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry
 - Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
- MDCA 1348: Pharmacology and Administration of Medications
Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.
(3 sem hrs; 2 lec, 2 lab)

Learning Outcomes:

- Prepare, administer, and document oral and percutaneous medications
- Calculate drug dosages for administration by standard routes for adult and pediatric patients
- Demonstrate inventory handling and storage
- Adhere to governmental health care guidelines and biohazard protocols.
- MDCA 1317: Procedures in a Clinical Setting
Emphasis on patient assessment, examination and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures and other treatments as appropriate for ambulatory care settings.
(3 sem hrs; 2 lec, 2 lab)

Learning Outcomes:

- Assist with routine and specialty office examinations and procedures including inventory control
- Perform medical and surgical asepsis and sterile techniques appropriate in ambulatory care settings
- Apply governmental health care guidelines
- Respond to medical emergencies.
- MDCA 1352: Medical Assistant Laboratory Procedures
Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control.
(3 sem hrs; 2 lec, 2 lab)

Learning Outcomes:

- Demonstrate venipuncture and skin puncture technique
- Demonstrate compliance with Universal Standards and Precautions based on OSHA guidelines
- Perform CLIA- waived laboratory tests
- Label and handle all biologic specimens
- Use equipment including calibration, maintenance and troubleshooting;
- Demonstrate quality assurance and quality control procedures.
- MDCA 1210: Medical Assistant Interpersonal and Communication Skills
Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting.
(2 sem hrs; 2 lec)

Learning Outcomes:

- Explain basic psychological principles and developmental stages of life
- Differentiate between verbal and non-verbal communication
- Identify behaviors that interfere with effective communication
- Identify elements of active listening
- Discuss the stages of grief
- Identify relationships among various health care professions
- Describe and demonstrate professionalism of an effective health care worker.

Pullen moved, seconded by Goodman to approve the addition of the MDCA courses. The motion carried.

Mark Rowh submitted a request to add a new program, Clinical Medical Assistant, to the Amarillo College program inventory and include the following courses:

General Education Requirements (10 semester hours)

Natural Sciences-4 hours

BIOL-2401-Human Anatomy and Physiology I

Related Required Courses-6 hours

HITT-1305-Medical Terminology I

BCIS-1305-Business Computer Applications

Major Course Requirements (22 hours)

MDCA-1321-Administrative Procedures

MDCA-1352-Medical Assistant Laboratory Procedures

POFM-1327-Medical Insurance

HPRS-1205-Essentials of Medical Law/Ethics for Health Professionals

MDCA-1210-Medical Assistant Interpersonal and Communication Skills

MDCA-1164-Practicum (or Field Experience) Medical/Clinical Assistant

MDCA-1348-Pharmacology and Administration of Medications

MDCA-1264-Practicum (or Field Experience) Medical/Clinical Assistant

MDCA-1317-Procedures in a Clinical Setting

Total (32 Semester Hours)

Pullen moved, seconded by Usnick to approve the addition of the Clinical Medical Assistant program to the Amarillo College course inventory. The program must then receive approval from the Amarillo College Board of Regents and the Texas Higher Education Coordinating Board.

Medical Data Specialist

Judy Massie submitted a request to update the lecture/lab hours on the following courses:

- HITT 1341: Coding and Classification Systems
(3 sem hrs; 3 lec, 1 lab)
- HITT 2335: Coding and Reimbursement Methodologies
(3 sem hrs, 3 lec, 1 lab)
- HITT 1342: Ambulatory Coding
(3 sem hrs; 3 lec, 1 lab)

Kee moved, seconded by Clunis to approve the changes to the Medical Data Specialist courses. The motion carried.

CURRICULUM REVISION REQUEST FORM

1. **Division:** Arts and Sciences
2. **Department/Program:** Visual Arts/Graphic Design
3. **Prepared by:** Victoria Taylor-Gore
4. **Request:** Add ARTC 1394: Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects to the Amarillo College course inventory to the Major Course Requirements in the Graphic Design AAS degree and the Graphic Design Certificate; and Add ARTV 2335: Portfolio Development for Animation to the Amarillo College course inventory and the Animation Track in the Graphic Design AAS degree.

- a. Add ARTC 1394: Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects to the Amarillo College course inventory to the Major Course Requirements in the Graphic Design AAS degree and the Graphic Design Certificate.

ARTC 1394: Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects.

Prerequisites: ARTC 1325: Introduction to Computer Graphics and ARTC 1327: Typography or instructor consent.

Course Description: Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

End-of-Course Outcomes: Learning outcomes/objectives are determined by local occupational need and business and industry trends.

Lab Recommended

CIP Code Description: 10.0304 (Animation, Interactive Technology, Video Graphics and Special Effects)

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

Specific Course Learning Outcomes:

1. Apply a basic understanding of 2-D animated motion graphics and video editing for various delivery media.
2. Composite video, motion graphics, digital images, vector and pixel graphics, titles, and kinetic typography into cohesive motion graphics pieces.
3. Apply basic theories and processes of video/audio editing using non-linear editing software.
4. Edit and output motion graphics and video for various delivery media.
5. Assemble a demo reel of video and motion graphics projects including short videos, kinetic logo design, animated PSAs, broadcast titling, and advertising spots.

- b. Add ARTV 2335: Portfolio Development for Animation to the Amarillo College course inventory and the Animation Track in the Graphic Design AAS degree.

ARTV 2335: Portfolio Development

Prerequisites: Successful completion of 12 hrs of ARTC coursework and 9 hrs of ARTV coursework or instructor consent.

Course Description: A course in the development of a professional portfolio to showcase the student's skills in animation. Includes self-promotion, resumes, portfolio distribution, and interview techniques.

End-of-Course Outcomes: Prepare a professional portfolio of student's work; and demonstrate

\$24 lab fee

effective interview techniques.

Lab Recommended

CIP Code Description: 10.0304 (Animation, Interactive Technology, Video Graphics and Special Effects)

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

Specific Course Learning Outcomes:

1. Prepare a professional portfolio of student's work
2. Demonstrate effective interview techniques
3. Rehearse the job interview process
4. Prepare resumes and cover letters
5. Create self-promotional collateral material pieces
6. Demonstrate an understanding of the client branding process and procedures
7. Compile a prospective employer and school list

5. Rationale/Justification: The new courses will be utilized in the Graphic Design AAS Degree of the existing Graphic Design program. These courses all address specific industry skills and requirements that were recommended by our Graphic Design Advisory Committee and faculty.

a. ARTC 1394: Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects - The motion graphics and basic video skills offered in this course have been recommended by our Graphic Design Advisory Committee and Graphic Design instructors for years. With the change to Adobe Creative Cloud software subscriptions for students, we now will have the software needed to teach basic video editing and motion graphics for Graphic Design applications with no additional cost to the department. Basic video and motion graphics skills are increasingly important to the Graphic Design industry. Web designers, animators, and graphic designers are often called upon to work with video and motion graphics as part of web pages, ad campaigns, animations, motion graphics, etc. These skills will give our graphic design majors a leading edge in a competitive field. The prerequisite ARTC 1325: Introduction to Computer Graphics is the basic prerequisite for all graphic design courses, and it is necessary for student success in this new course. Introduction to Computer Graphics provides the student with foundational skills in Adobe software. The prerequisite ARTC 1327: Typography is required for student success in this new course by providing students with a strong foundational understanding of typography before they are required to create kinetic typography and other video and special effects projects using typography.

b. ARTV 2335: Portfolio Development for Animation – This course will allow students in our Graphic Design/Animation track to emphasize and further develop their animation projects in preparation for positions in the animation industry. Currently animation majors take Portfolio Development for Graphic Design with Graphic Design/Print and Graphic Design/ Web majors, and there is not as much attention on their area of animation.

The prerequisite for this course "Successful completion of 12 hrs of ARTC coursework and 9 hrs of ARTV coursework" is required because ARTV 2335 is a capstone course in which students create a portfolio of advanced projects.

6. Effects of Revisions:

- A. Faculty and Staff Requirements:** Existing faculty will teach these courses.
- B. Equipment/Facility Requirements:** No change in facilities is required. With the change to Adobe Creative Cloud software subscriptions for students, we now will have the software needed to teach motion graphics and basic video editing with no additional cost to the department.
- C. Location:** Current
- D. Income projections:** None

7. Effective Date: Fall 2014

CURRICULUM REVISION REQUEST FORM

1. **Division:** Arts and Sciences
2. **Department/Program:** Visual Arts/Graphic Design
3. **Prepared by:** Victoria Taylor-Gore
4. **Request:** Revise the Graphic Design Certificate of Completion as follows:
 - a. Update our program advisors' information.
 - b. Cut ARTC 1349: Art Direction I from the Major Requirements.
 - c. Cut ARTC 2311: History of Communication Graphics from the Major Requirements.
 - d. Cut ARTC 2317: Typographic Design from the Major Requirements.
 - e. Cut ARTC 2335: Portfolio Development for Graphic Design from the Major Requirements.
 - f. Add new proposed course ARTC 1394: Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects to the Major Requirements.
5. **Rationale/Justification:**

In order to better align the Graphic Design Certificate with the new proposed major requirements in the Graphic Design AAS and to create a more streamlined, stackable certificate the following cuts are required: ARTC 1349, ARTC 2311, ARTC 2317, and ARTC 2335. These changes to the Graphic Design Certificate will also allow faster completion rates for students.

We propose the addition of ARTC 1394 to the Graphic Design Certificate. (We will be proposing the addition of ARTC 1394 to the Graphic Design AAS major requirements in a separate request.) ARTC 1394 will teach graphic design students basic motion graphics and video editing skills that are increasingly required of graphic designers in print, web design, and animation projects. These recommendations were discussed and approved by the Graphic Design Advisory Committee.
6. **Effects of Revisions:**
 - A. **Faculty and Staff Requirements:** None
 - B. **Equipment/Facility Requirements:** No change in facilities is required. With the change to Adobe Creative Cloud software subscriptions for students, we now will have the software needed to teach motion graphics and basic video editing with no additional cost to the department.
 - C. **Location:** None
 - D. **Income projections:** None
7. **Effective Date:** Fall 2014

Current	Proposed
<p>Art - Graphic Design Certificate Certificate of Completion Major Code - ARTC.CERT.GD actx.edu/graphicdesign</p> <p>Program Advisors: Victoria Taylor-Gore, 371-5982 (vgore@actx.edu) or Pete Gonzalez, 345-5547 (pgonzalez@actx.edu) or contact Brenda Walsh, 371-5212 (bjwalsh@actx.edu).</p> <p><i>Contact the Testing Center or the Program Advisor for testing requirements. Testing requirements are based on the unique needs of the certificate program.</i></p> <p>Prepares students for entry level employment in a graphic design print media position.</p> <p>Program Requirements</p> <p>Major Requirements.....36</p> <p>ARTC 1302: Digital Imaging I ARTC 1313: Digital Publishing I ARTC 1325: Introduction to Computer Graphics ARTC 1327: Typography ARTC 1349: Art Direction I ARTC 1353: Computer Illustration ARTC 2311: History of Communication Graphics ARTC 2317: Typographic Design ARTS 1311: Design I ARTS 1316: Drawing I ARTC 2335: Portfolio Development for Graphic Design IMED 1316: Web Page Design I</p> <p>Total.....36</p>	<p>Art - Graphic Design Certificate Certificate of Completion Major Code - ARTC.CERT.GD actx.edu/graphicdesign</p> <p>Program Advisors: Brenda Walsh, 371-5212 (bjwalsh@actx.edu), Victoria Taylor-Gore, 371-5982 (vtaylor@gore@actx.edu) or Pete Gonzalez, 345-5547 (pgonzalez@actx.edu).</p> <p><i>Contact the Testing Center or the Program Advisor for testing requirements. Testing requirements are based on the unique needs of the certificate program.</i></p> <p>Prepares students for entry level employment in a graphic design print media position.</p> <p>Program Requirements</p> <p>Major Requirements.....27</p> <p>ARTC 1302: Digital Imaging I ARTC 1313: Digital Publishing I ARTC 1325: Introduction to Computer Graphics ARTC 1327: Typography ARTC 1353: Computer Illustration ARTS 1316: Drawing I ARTS 1311: Design I IMED 1316: Web Page Design I ARTC 1394: Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects</p> <p>Total.....27</p>

CURRICULUM REVISION REQUEST FORM

1. **Division:** Arts and Sciences
2. **Department/Program:** Visual Arts/Graphic Design
3. **Prepared by:** Victoria Taylor-Gore
4. **Request:** Revise the Graphic Design AAS degree as follows:
 - a. Update our program advisors' information.
 - b. Specify ARTS 1311: Design I for the Language, Philosophy & Culture or Creative Arts requirement in the General Education Requirements, and cut ARTS 1311 from the Major Requirements. Our Graphic Design Advisory Committee and faculty agreed that Design I offers our students the best foundation for graphic design students.
 - c. Cut ARTS 1304: Art History from the Graphic Design AAS in order to comply with the 60 hour limit for the AAS. The Graphic Design Advisory Committee and faculty agreed that other courses were more essential to our degree.
 - d. Specify "Any college level Mathematics course" in Life & Physical Sciences or Mathematics in the General Education Requirements.
 - e. Cut ARTC 2311: History of Communication Graphics from the Major Course Requirements and add it to the Print Media track. ARTC 2311 is a relevant course for graphic design majors, but there were other more essential courses needed in the Web Design and Animation tracks.
 - f. Cut ARTC 2317: Typographic Design from the Graphic Design AAS. The Graphic Design Advisory Committee and Graphic Design faculty agreed that with the need to comply with the 60 hour limit for the AAS, we could cover essential typography skills in ARTC 1327: Typography.
 - g. Cut ARTC 2335: Portfolio Development for Graphic Design from the Major Course Requirements and move it to the Print Media and Web Design track since that course is most relevant to majors specializing in Print Media and Web Design.
 - h. Cut IMED 2315: Web Design II from the Major Course Requirements and move it to the Print Media track and the Web Design track. The Graphic Design Advisory Committee and the faculty agreed that IMED 2315 is most relevant to the Print Media and Web Design track. Print Media and Web Design students will be required to have more advanced web design skills in the graphic design industry.
 - i. Move ARTC 1313: Digital Publishing I from the Print Media and Web Design track to the Major Core Requirements so that the AAS Major Core Requirements would align with our new proposed Graphic Design Certificate. The Graphic Design Advisory Committee and faculty agreed that majors in all tracks should have a foundation in print to insure more diverse skills in the graphic design job market.
 - j. Add the new proposed course ARTC 1394: Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects to the Major Course Requirements. ARTC 1394 will teach graphic design students basic motion graphics and video editing skills that are increasingly required of graphic designers in print, web design, and animation projects.
 - k. Cut ARTS 2316: Painting I and ARTS 2323: Life Drawing I from the Print Media Track to comply with the 60 hour limit on the AAS. The Graphic Design Advisory Committee and faculty agreed that other course in the Print Media track took priority over these courses.
 - l. Cut ARTV 1211: Storyboard from the Animation track to comply with the 60 hour limit for the AAS, and skills in this course can be taught within other animation courses.
 - m. Add ARTV 2335: Portfolio Development for Animation to the Animation track. This is a capstone course for animation majors. Previously animation majors took ARTC 2335: Portfolio Development for Graphic Design, but ARTC 2335 has more emphasis on print media and web design. ARTV 2335 will allow animation students to produce a more specialized and concentrated portfolio in animation.

- n. Add ARTS 2356: Fundamentals of Photography I to the Web Design track. Web designers are often called upon to acquire their own images for web projects, and in some cases budget restraints prohibit hiring a professional photographer. Web designers with a competent level of acquiring photographic images have an advantage in the web design market.
- o. Cut BCIS 1305: Business Computer Application and ITSE 2309: Database Programming from the Web Design track. In order to comply with the 60 hour limit for the Photography AAS, some very difficult decisions had to be made. Other web specialty courses have more relevant skills for web designers.

5. Rationale/Justification:

In order to better align the Graphic Design Certificate with the new proposed major requirements in the Graphic Design AAS and to create a more streamlined, stackable certificate, courses were cut and moved to more relevant areas of the Graphic Design AAS. ARTC 1394: Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects and ARTV 2335: Portfolio Development for Animation are new courses that were added to address specific industry skills that will be required of our graduates. Please see specific justifications in the requests above.

6. Effects of Revisions:

A. Faculty and Staff Requirements: None

B. Equipment/Facility Requirements: No change in facilities is required. With the change to Adobe Creative Cloud software subscriptions for students, we now will have the software needed to teach motion graphics and basic video editing with no additional cost to the department.

C. Location: None

D. Income projections: None

7. Effective Date: Fall 2014

Current	Proposed
<p>Associate in Science Major Code - ARTC.AAS actx.edu/graphicdesign Program Advisors: Victoria Taylor-Gore, 371-5982 (vgore@actx.edu) or Pete Gonzalez, 345-5547 (pgonzalez@actx.edu) or contact Brenda Walsh, 371-5212 (bjwalsh@actx.edu) A foundation of art courses coordinated with options in print media, multimedia or animation prepares students to be graphic designers.</p> <p>Program Requirements</p> <p>General Education Requirements.....15</p> <p><i>Communication..... 6</i></p> <p>Speech- ENGL 1301 - Composition I</p> <p><i>Humanities/Fine Arts.....3</i></p> <p>ARTS 1304 - Art History II</p> <p><i>Mathematics/Natural Sciences.....3</i></p> <p>MATH 1332 - Contemporary Mathematics I (or any college level Mathematics course)</p> <p><i>Social/Behavioral Sciences.....3</i></p> <p>Social/Behavioral Science</p> <p>Major Course Requirements.....33</p> <p>ARTC 1302 - Digital Imaging I ARTC 1325 - Introduction to Computer Graphics ARTC 1327 - Typography ARTC 1353 - Computer Illustration ARTC 2311 - History of Communication Graphics ARTC 2317 - Typographic Design ARTS 1311 - Design I ARTS 1316 - Drawing I ARTC 2335 - Portfolio Development for Graphic Design IMED 1316 - Web Page Design I IMED 2315 - Web Page Design II</p>	<p>Associate in Applied Science Major Code - ARTC.AAS actx.edu/graphicdesign Program Advisors: Brenda Walsh, 371-5212 (bjwalsh@actx.edu), Victoria Taylor-Gore, 371-5982 (vtaylorgore@actx.edu) or Pete Gonzalez, 345-5547 (pgonzalez@actx.edu). A foundation of art courses coordinated with options in print media, multimedia or animation prepares students to be graphic designers.</p> <p>Program Requirements</p> <p>General Education Requirements.....15</p> <p><i>Communication 3</i></p> <p>ENGL 1301 - Composition I</p> <p><i>Language, Philosophy & Culture* or Creative Arts* 3</i></p> <p>ARTS 1311: Design I</p> <p><i>Life & Physical Sciences* Or Mathematics* 3</i></p> <p>Any college level Mathematics course</p> <p><i>Social/Behavioral Science..... 3</i></p> <p>Social/Behavioral Science</p> <p><i>Institutional Option..... 3</i></p> <p>Speech Or EDUC 1300: First Year Seminar</p> <hr/> <p><i>*As specified in individual curricula or selected from the General Education Course List.</i></p> <p>Major Course Requirements.....24 ARTC 1302 - Digital Imaging I ARTC 1325 - Introduction to Computer Graphics ARTC 1327 - Typography ARTC 1353 - Computer Illustration ARTS 1316 - Drawing I IMED 1316 - Web Page Design I ARTC 1313 - Digital Publishing I ARTC 1394: Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects</p>

Specialty Options.....20-24

Students should select one of the following specialty options:

Print Media

~~ARTC 1313 - Digital Publishing I~~
ARTC 1349 - Art Direction I
ARTC 2313 - Digital Publishing II
ARTS 1317 - Drawing II
ARTS 2316 - Painting I
ARTS 2323 - Life Drawing I
ARTS 2356 - Fundamentals of Photography I

Animation

ARTS 1317 - Drawing II
ARTS 2323 - Life Drawing I
ARTV 1341 - 3-D Animation I
ARTV 1345 - 3-D Modeling and Rendering
~~ARTV 1211 - Storyboard~~
ARTV 1303 - Basic Animation
ARTV 2351 - 3-D Animation II

Web Design

~~ARTC 1313 - Digital Publishing I~~
ARTC 1349 - Art Direction I
~~BCIS 1305 - Business Computer Applications~~
ITSE 1311 - Beginning Web Page Programming
ITSE 2302 - Intermediate Web Programming
~~ITSE 2309 - Database Programming~~
INEW 2334 - Advanced Web Programming

Electives (3 Semester Hours)

~~-Complete one course from the following list:~~

~~ENGL 2311 - Technical and Business Writing~~
~~COMM 1307 - Introduction to Mass Communication~~
~~COMM 2311 - News Reporting and Writing I~~
~~COMM 2339 - Writing for Electronic Media~~

Total.....68-72

Specialty Options.....21

Students should select one of the following specialty options:

Print Media

ARTC 1349 - Art Direction I
ARTC 2313 - Digital Publishing II
ARTS 1317 - Drawing II
ARTS 2356 - Fundamentals of Photography I
ARTC 2311 - History of Communication Graphics
ARTC 2335 - Portfolio Development for Graphic Design
IMED 2315 - Web Page Design II

Animation

ARTS 1317 - Drawing II
ARTS 2323 - Life Drawing I
ARTV 1341 - 3-D Animation I
ARTV 1345 - 3-D Modeling and Rendering
ARTV 1303 - Basic Animation
ARTV 2351 - 3-D Animation II
ARTV 2335 - Portfolio Development for Animation

Web Design

ARTC 1349 - Art Direction I
ITSE 1311 - Beginning Web Page Programming
ITSE 2302 - Intermediate Web Programming
INEW 2334 - Advanced Web Programming
IMED 2315 - Web Page Design II
ARTS 2356 - Fundamentals of Photography I
ARTC 2335 - Portfolio Development for Graphic Design

Total.....60

CURRICULUM REVISION REQUEST FORM

1. **Division:** Arts and Sciences
2. **Department/Program:** Visual Arts/Photography
3. **Prepared by:** Victoria Taylor-Gore
4. **Request:** Add PHTC 2340: Photographic Studio Management and PHTC 1391: Special Topics in Commercial Photography to the Amarillo College course inventory and to the Photography AAS Major Course Requirements.
 - a. Add PHTC 2340: Photographic Studio Management to the Amarillo College course inventory and the Photography AAS Major Course Requirements.

PHTC 2340: Photographic Studio Management

Prerequisites: ARTS 2356: Fundamentals of Photography I or instructor consent.

Course Description: In-depth study of photography business management, pricing, market analysis, promotion, networking, job acquisition, and photographic equipment analysis.

End-of-Course Outcomes: Explain process of establishing and operating a photographic business; write a job qualification brief and network protocol; develop studio pricing; outline a marketing campaign; and compile a business plan.

CIP Code Description: 50.0406 (Commercial Photography)

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

Specific Course Learning Outcomes:

1. Explain process of establishing and operating a photographic business
2. Write a job qualification brief and network protocol
3. Develop studio pricing
4. Outline a marketing campaign
5. Compile a business plan

- b. Add PHTC 1391: Special Topics in Commercial Photography to the Amarillo College course inventory and the Photography AAS Major Course Requirements.

PHTC 1391: Special Topics in Commercial Photography

Prerequisites: ARTS 2356: Fundamentals of Photography I or instructor consent.

Course Description: Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

End-of-Course Outcomes: Learning outcomes/objectives are determined by local occupational need and business and industry trends.

Lab Recommended.

CIP Code Description: 50.0406 (Commercial Photography)

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

Specific Course Learning Outcomes:

1. Demonstrate the ability to record video effectively with a digital camera (of design approved by instructor) and how to use required accessories.
2. Produce audio for video projects that are shot with a digital camera.
3. Edit video and audio in video projects shot with a digital camera.

4. Demonstrate an understanding of basic camera framing, lighting, movement, composition, transitions, and sound design in a video project.
5. Plan, organize, and manage an efficient workflow in video projects shot on location with digital cameras.
6. Apply design and storytelling principles in a video production.
7. Demonstrate an understanding of the challenges of working on a project with or without a crew.
8. Produce successful video projects that are shot with a digital camera.

5. Rationale/Justification: The new courses will be utilized in the Photography A.A.S. Degree of the existing Photography program. Skills in both courses were strongly recommended by our Photography Advisory Committee and faculty.

a. PHTC 1391: Special Topics in Commercial Photography

Our Photography area needs to prepare our majors for the growing industry trend for photographers to deliver both photographs and video in commercial projects and event photography. Photographers need to take advantage of the new technology available with the still and video capabilities of digital cameras with this growing industry demand. These skills will greatly enhance our graduates' ability to succeed in the industry.

The prerequisite ARTS 2356: Fundamentals of Photography I is the first foundational photography course that our majors take in the Photography AAS degree. ARTS 2356 covers fundamental photography skills, and it is already a prerequisite to the majority of our current photography courses.

b. PHTC 2340: Photographic Studio Management

Photography majors often work as freelance photographers after they graduate. It is essential that our Photography majors have a clear path to setting up a business and photography studio to help them succeed in the industry.

The prerequisite ARTS 2356: Fundamentals of Photography I is the first foundational photography course that our majors take in the Photography AAS degree. ARTS 2356 covers fundamental photography skills, and it is already a prerequisite to the majority of our current photography courses.

6. Effects of Revisions:

A. Faculty and Staff Requirements: Existing faculty will teach these courses.

B. Equipment/Facility Requirements: No change in facilities is required. Students will be using the digital cameras they are already required to have for the Photography AAS. With the change to Adobe Creative Cloud software subscriptions for students, we now will have the software needed to teach basic video editing with no additional cost to the department.

C. Location: Current

D. Income projections: None

7. Effective Date: Fall 2014

CURRICULUM REVISION REQUEST FORM

1. Division: Arts and Sciences

2. Department/Program: Visual Arts/Photography

3. Prepared by: Victoria Taylor-Gore

4. Request: Revise the Photography Certificate of Completion as follows:

- a. Update our program advisors' information and update the certificate description.
- b. Cut PHTC 2342: Portfolio Development from the Photography Certificate Major Requirements.
- c. Cut PHTC 2345: Illustrative Photography II from the Photography Certificate Major Requirements.
- d. Cut PHTC 2353: Portraiture II from the Photography Certificate Major Requirements.
- e. Cut COMM 1337: Television Production from the Related Course Requirements.
- f. Cut COMM 2327: Introduction to Advertising from the Related Course Requirements.

5. Rationale/Justification:

In order to better align the Photography Certificate with the Photography AAS and to create a more streamlined, stackable certificate the following changes are required: cut PHTC 2342, PHTC 2345, and PHTC 2353 from the Major Requirements; and cut COMM 1337 and COMM 2327 from the Related Course Requirements. These changes to the Photography Certificate will also allow faster completion rates for students and people in the community that wish to focus on basic photography skills. These recommendations were discussed and approved by the Photography Advisory Committee and faculty.

6. Effects of Revisions:

A. Faculty and Staff Requirements: None

B. Equipment/Facility Requirements: No change in facilities is required. Students will be using the digital cameras they are already required to have for the Photography AAS. With the change to Adobe Creative Cloud software subscriptions for students, we now will have the software needed to teach basic video editing with no additional cost to the department.

C. Location: None

D. Income projections: None

7. Effective Date: Fall 2014

Current	Proposed
<p>Photography Certificate Certificate of Completion Major Code - PHTC.CERT actx.edu/photography</p> <p>Program Advisors: Brent Cavanaugh, 371-5272- (blcavanaugh38@actx.edu) or contact Brenda Walsh, 371-5212 (bjwalsh@actx.edu) <i>Contact the Testing Center or the Program Advisor for testing requirements. Testing requirements are based on the unique needs of the certificate program.</i> For students intent on learning the skills necessary to become a professional photographer without the core curriculum course work required in the two-year Associate in Applied Science degree. Students completing the Photography Certificate program will be eligible to apply for many entry level positions as a professional photographer or lab technician. Students must provide for their own use the following equipment: digital camera (of design approved by instructor), light meter, flash unit and tripod.</p> <p>Program Requirements</p> <p>Major Requirements.....30</p> <p>ARTS 2356 - Fundamentals of Photography I ARTS 2357 - Fundamentals of Photography II PHTC 1300 - Photo Digital Imaging I PHTC 1341 - Color Photography I PHTC 1345 - Illustrative Photography I PHTC 1353 - Portraiture I PHTC 2343 - Portfolio Development PHTC 2345 - Illustrative Photography II PHTC 2349 - Photo Digital Imaging II PHTC 2353 - Portraiture II</p> <p>Related Course Requirements.....9</p> <p>ARTC 1325 - Introduction to Computer Graphics COMM 1337 - Television Production COMM 2327 - Introduction to Advertising</p> <p>Total.....39</p>	<p>Photography Certificate Certificate of Completion Major Code - PHTC.CERT actx.edu/photography</p> <p>Program Advisors: Brenda Walsh, 371-5212 (bjwalsh@actx.edu), Brent Cavanaugh, 371-5272 (blcavanaugh38@actx.edu), or contact Victoria Taylor-Gore, 371-5982 (vtaylorgore@actx.edu) <i>Contact the Testing Center or the Program Advisor for testing requirements. Testing requirements are based on the unique needs of the certificate program.</i> For students and professionals intent on learning the foundational skills of photography. Students must provide for their own use the following equipment: digital camera (of design approved by instructor), light meter, flash unit and tripod.</p> <p>Program Requirements</p> <p>Major Requirements.....21</p> <p>ARTS 2356 - Fundamentals of Photography I ARTS 2357 - Fundamentals of Photography II PHTC 1300 - Photo Digital Imaging I PHTC 1341 - Color Photography I PHTC 1345 - Illustrative Photography I PHTC 1353 - Portraiture I PHTC 2349 - Photo Digital Imaging II</p> <p>Related Course Requirements.....3</p> <p>ARTC 1325 - Introduction to Computer Graphics</p> <p>Total.....24</p>

CURRICULUM REVISION REQUEST FORM

1. Division: Arts and Sciences

2. Department/Program: Visual Arts/Photography

3. Prepared by: Victoria Taylor-Gore

4. Request: Revise the Photography AAS degree as follows:

- a. Update our program advisors' information.
- b. Specify the Life & Physical Sciences or Mathematics requirement in the General Education Requirements to be any college level Mathematics course.
- c. Cut ENGL 1302: Composition II from the General Education Requirements in order to comply with the 15 hour General Education Core the 60 hour limit for the AAS.
- d. Eliminate PHTC 2345: Illustrative Photography II and PHTC 2353: Portraiture II from the Major Course Electives, and move them to the Major Course Requirements. Skills in both courses are essential for majors, and this will strengthen enrollment in each course if they are both required.
- e. Cut PHTC 1347: Landscape Photography and PHTC 2342: Fashion Photography from the AAS and the Major Core electives. To comply with the 60 hour limit for AAS degrees and to make room in the AAS for more innovative and essential industry skills, these two courses needed to be cut. We can still offer these courses occasionally for students and professionals outside the AAS seeking personal enrichment.
- f. Cut the Photo Practicum or Electives options to comply with the 60 hour limit for AAS degrees and to make room in the AAS for more innovative and essential industry skills.
- g. Cut COMM 1307: Introduction to Mass Communications and COMM 2327: Introduction to Advertising from the Related Required Courses to comply with the 60 hour limit for AAS degrees and to make room in the AAS for more innovative and essential industry skills.
- h. ADD the new proposed course PHTC 2340: Photographic Studio Management to the major course requirements to give majors the skills they need after graduation to set up a freelance photography business.
- i. ADD the new proposed course PHTC 1391: Special Topics in Commercial Photography to the Major Course Requirements to give majors skills in using their current camera equipment to produce videos as well as still photography. The ability to shoot video in addition to taking photographs is a growing and lucrative trend in the photography industry.

5. Rationale/Justification:

The addition of the new courses PHTC 2340 and PHTC 1391 was based on recommendations by the Photography Advisory Committee and photography faculty that addressed current industry trends in photography. Other changes were made to comply with the new General Education Requirements and to deliver the most essential skills that our photography majors need. Please see specific justification in our requests above.

6. Effects of Revisions:

A. Faculty and Staff Requirements: None

B. Equipment/Facility Requirements: No change in facilities is required. Students will be using the digital cameras they are already required to have for the Photography AAS. With the change to Adobe Creative Cloud software subscriptions for students, we now will have the software needed to teach basic video editing with no additional cost to the department.

C. Location: None

D. Income projections: None

7. Effective Date: Fall 2014

Current	Proposed
<p>Associate in Science Major Code - PHTC.AAS actx.edu/photography Program Advisors: Brent Cavanaugh, 371-5272 (blcavanaugh38@actx.edu) or contact Brenda Walsh, 371-5212 (bjwalsh@actx.edu) Prepares students for positions in the photographic profession. Students satisfactorily completing this program will have the necessary skills and knowledge to qualify for entrance positions as darkroom technicians, commercial photographers, portrait photographers, photojournalists and general photographic technicians. Students must provide for their own use the following equipment: digital camera (of design approved by instructor), light meter, flash unit and tripod.</p> <p>Program Requirements</p> <p>General Education Requirements.....18</p> <p>Communication..... 9</p> <p>Speech- ENGL 1301 - Composition I ENGL 1302 - Composition II</p> <p>Humanities/Fine Arts.....3</p> <p>ARTS 2356 - Fundamentals of Photography I</p> <p>Mathematics/Natural Sciences.....3</p> <p>MATH 1332 - Contemporary Mathematics I (or any college level Mathematics course)</p> <p>Social/Behavioral Sciences.....3</p> <p>Social/Behavioral Science-</p> <p>Major Course Requirements.....27</p>	<p>Associate in Science Major Code - PHTC.AAS actx.edu/photography Program Advisors: Brenda Walsh, 371-5212 (bjwalsh@actx.edu), Brent Cavanaugh, 371-5272 (blcavanaugh38@actx.edu), or contact Victoria Taylor-Gore, 371-5982 (vtaylorgore@actx.edu) Prepares students for positions in the photographic profession. Students satisfactorily completing this program will have the necessary skills and knowledge to qualify for entrance positions as darkroom technicians, commercial photographers, portrait photographers, photojournalists and general photographic technicians. Students must provide for their own use the following equipment: digital camera (of design approved by instructor), light meter, flash unit and tripod.</p> <p>Program Requirements</p> <p>General Education Requirements.....15</p> <p>Communication 3</p> <p>ENGL 1301 - Composition I</p> <p>Language, Philosophy & Culture* or Creative Arts* 3</p> <p>ARTS 2356 - Fundamentals of Photography I</p> <p>Life & Physical Sciences* Or Mathematics*..... 3</p> <p>Any college level Mathematics course</p> <p>Social/Behavioral Science..... 3</p> <p>Social/Behavioral Science</p> <p>Institutional Option..... 3</p> <p>Speech Or EDUC 1300: First Year Seminar</p> <p><i>*As specified in individual curricula or selected from the General Education Course List.</i></p>

<p>ARTS 2357 - Fundamentals of Photography II</p> <p>PHTC 1300 - Photo Digital Imaging I</p> <p>PHTC 1313 - History of Photography</p> <p>PHTC 1341 - Color Photography I</p> <p>PHTC 1343 - Expressive Photography</p> <p>PHTC 1345 - Illustrative Photography I</p> <p>PHTC 1353 - Portraiture I</p> <p>PHTC 2343 - Portfolio Development</p> <p>PHTC 2349 - Photo Digital Imaging II</p> <p>Related Required Courses.....9</p> <p>ARTC 1325 - Introduction to Computer Graphics</p> <p>COMM 1337 - Television Production</p> <p><i>Select One of the Following:</i></p> <p>COMM 1307 - Introduction to Mass Communication</p> <p>COMM 2327 - Introduction to Advertising</p> <p>Major Course Electives.....6</p> <p><i>Select One of the Following:</i></p> <p>PHTC 2345 - Illustrative Photography II</p> <p>PHTC 2353 - Portraiture II</p> <p><i>Select One of the Following:</i></p> <p>PHTC 1347 - Landscape Photography</p> <p>PHTC 2342 - Fashion Photography</p> <p>Photo Practicum or Electives.....3 Semester Hours)</p> <p>Total.....63</p>	<p>Major Course Requirements.....39</p> <p>ARTS 2357 - Fundamentals of Photography II</p> <p>PHTC 1300 - Photo Digital Imaging I</p> <p>PHTC 1313 - History of Photography</p> <p>PHTC 1341 - Color Photography I</p> <p>PHTC 1343 - Expressive Photography</p> <p>PHTC 1345 - Illustrative Photography I</p> <p>PHTC 1353 - Portraiture I</p> <p>PHTC 2343 - Portfolio Development</p> <p>PHTC 2349 - Photo Digital Imaging II</p> <p>PHTC 2345 - Illustrative Photography II</p> <p>PHTC 2353 - Portraiture II</p> <p>PHTC 2340: Photographic Studio Management</p> <p>PHTC 1391: Special Topics in Commercial Photography</p> <p>Related Required Courses.....6</p> <p>ARTC 1325 - Introduction to Computer Graphics</p> <p>COMM 1337 - Television Production</p> <p>Total.....60</p>
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General Education Requirements (42 Semester Hours)

CURRENT CORE	PROPOSED CORE
Communication - 9 Hours <ul style="list-style-type: none"> ENGL 1301: Composition I ENGL 1302: Composition II Speech – 3 Hours 	Communication – 6 Hours <ul style="list-style-type: none"> ENGL 1301: Composition I ENGL 1302: Composition II Or ENGL 2311: Technical & Business Writing
Mathematics – 3 Hours	Mathematics - 3 Hours
Natural Sciences - 8 Hours	Life & Physical Sciences - 6 Hours*
Humanities - 3 Hours	Language, Philosophy & Culture – 3 Hours
Visual & Performing Arts - 3 Hours	Creative Arts – 3 Hours
Social/Behavioral Sciences - 15 Hours <ul style="list-style-type: none"> GOVT 2305: United States Government GOVT 2306: Texas Government HIST 1301: United States History I HIST 1302: United States History II Social/Behavioral Science – 3 Hours 	American History – 6 Hours Government/Political Science – 6 Hours Social & Behavioral Sciences – 3 Hours
Lifetime Fitness – 1 Hour	Component Area Option – 6 Hours <ul style="list-style-type: none"> Speech – 3 Hours EDUC/PSYC 1300 – 3 Hours**
	*Offer 4 hour science courses and move 2 lab hours to Major Requirements (Intent is to offer 3 hour science courses for non-science majors when available in the ACGM)

** If EDUC/PSYC 1300 is not required, then student must choose 3 hours from the approved General Education Course List.

AAS GENERAL EDUCATION REQUIREMENTS

	AAS Degrees
COMMUNICATION <ul style="list-style-type: none"> ENGL 1301: Composition I 	3
SOCIAL/BEHAVIORAL SCIENCE*	3
LIFE & PHYSICAL SCIENCES* Or MATHEMATICS*	3
LANGUAGE, PHILOSOPHY & CULTURE* Or CREATIVE ARTS*	3
COMPONENT AREA OPTION <ul style="list-style-type: none"> Speech (Communication foundational component area) or EDUC 1300: First Year Seminar 	3

*As specified in individual curricula or selected from the General Education Course List.

INFORMATION SHEET

The following information is provided in connection with recent actions taken by the Texas Higher Education Coordinating Board and reported to your institution in a letter from Rex Peebles dated January 17, 2014.

ACTION: AMARILLO COLLEGE

On January 17, 2014, the Coordinating Board approved at the staff level the submission from Amarillo College in regards to revisions of the Texas Core Curriculum. Changes will be effective beginning in the fall 2014 semester.

Amarillo College: 2014 Core Curriculum Revision

Component I. Course Selection Process: Approved

Component IIa. Core Objective Attainment Process: Approved

Component IIb. Core Objective Assessment Plan: Approved

Comments: Amarillo College's plans clearly and effectively addresses all aspects for assessing the core curriculum. Although the targets for achievement of the Core Objectives are still in development and not included in the documentation, AC does not need to send an updated plan once the targets are determined.

Component III. Approved Courses:

010 Communication

ENGL 1301	Composition I	3.00 SCH
ENGL 1302	Composition II	3.00 SCH
ENGL 2311	Technical & Business Writing (single-semester course)	3.00 SCH

020 Mathematics

MATH 1314	College Algebra (3 SCH version)	3.00 SCH
MATH 1316	Plane Trigonometry	3.00 SCH
MATH 1324	Mathematics for Business & Social Sciences	3.00 SCH
MATH 1325	Calculus for Business & Social Sciences (3 SCH version)	3.00 SCH
MATH 1332	Contemporary Mathematics I (Math for Liberal Arts Majors I)	3.00 SCH
MATH 1342	Elementary Statistical Methods (3 SCH version, freshman level)	3.00 SCH
MATH 1414	College Algebra (4 SCH version)	4.00 SCH
MATH 2413	Calculus I (4 SCH version)	4.00 SCH
MATH 2414	Calculus II (4 SCH version)	4.00 SCH

030 Life and Physical Sciences

BIOL 1308	Biology for Non-Science Majors I (lecture)	3.00 SCH
BIOL 1309	Biology for Non-Science Majors II (lecture)	3.00 SCH

BIOL 1406	Biology for Science Majors I (lecture + lab)	4.00 SCH
BIOL 1407	Biology for Science Majors II (lecture + lab)	4.00 SCH
BIOL 1408	Biology for Non-Science Majors I (lecture + lab)	4.00 SCH
BIOL 1409	Biology for Non-Science Majors II (lecture + lab)	4.00 SCH
BIOL 1411	General Botany (lecture + lab)	4.00 SCH
BIOL 1413	General Zoology (lecture + lab)	4.00 SCH
BIOL 1414	Introduction to Biotechnology I	4.00 SCH
BIOL 1415	Introduction to Biotechnology II	4.00 SCH
BIOL 2301	Anatomy & Physiology I (lecture)	3.00 SCH
BIOL 2302	Anatomy & Physiology II (lecture)	3.00 SCH
BIOL 2306	Environmental Biology (lecture)	3.00 SCH
BIOL 2316	Genetics (lecture)	3.00 SCH
BIOL 2320	Microbiology for Non-Science Majors (lecture)	3.00 SCH
BIOL 2401	Anatomy & Physiology I (lecture + lab)	4.00 SCH
BIOL 2402	Anatomy & Physiology II (lecture + lab)	4.00 SCH
BIOL 2404	Anatomy & Physiology (specialized, single-semester course, lecture + lab)	4.00 SCH
BIOL 2420	Microbiology for Non-Science Majors (lecture + lab)	4.00 SCH
BIOL 2421	Microbiology for Science Majors (lecture + lab)	4.00 SCH
CHEM 1305	Introductory Chemistry I (lecture)	3.00 SCH
CHEM 1306	Introductory Chemistry I (lecture, allied health emphasis)	3.00 SCH
CHEM 1311	General Chemistry I (lecture)	3.00 SCH
CHEM 1312	General Chemistry II (lecture)	3.00 SCH
CHEM 1406	Introductory Chemistry I (lecture + lab, allied health emphasis)	4.00 SCH
CHEM 1419	Introductory Organic Chemistry I	4.00 SCH
CHEM 2323	Organic Chemistry I (lecture)	3.00 SCH
CHEM 2325	Organic Chemistry II (lecture)	3.00 SCH
FORS 2440	Introduction to Forensic Science (lecture + lab)	4.00 SCH
GEOL 1303	Physical Geology (lecture)	3.00 SCH
GEOL 1304	Historical Geology (lecture)	3.00 SCH
GEOL 1445	Oceanography (lecture + lab)	4.00 SCH
GEOL 1447	Meteorology (lecture + lab)	4.00 SCH
PHYS 1303	Stars and Galaxies (lecture)	3.00 SCH
PHYS 1304	Solar System (lecture)	3.00 SCH

PHYS 1305	Elementary Physics I (lecture)	3.00 SCH
PHYS 1315	Physical Science I (lecture)	3.00 SCH
PHYS 1317	Physical Science II (lecture)	3.00 SCH
PHYS 1401	College Physics I (lecture + lab)	4.00 SCH
PHYS 1402	College Physics II (lecture + lab)	4.00 SCH
PHYS 1415	Physical Science I (lecture + lab)	4.00 SCH
PHYS 1417	Physical Science II (lecture + lab)	4.00 SCH
PHYS 2425	University Physics I (lecture + lab)	4.00 SCH
PHYS 2426	University Physics II (lecture + lab)	4.00 SCH

040 Language, Philosophy and Culture

ANTH 2302	Introduction to Archeology	3.00 SCH
ANTH 2346	General Anthropology	3.00 SCH
COMM 1307	Introduction to Mass Communication	3.00 SCH
ENGL 2322	British Literature I	3.00 SCH
ENGL 2323	British Literature II	3.00 SCH
ENGL 2326	American Literature (single-semester course)	3.00 SCH
ENGL 2328	American Literature II	3.00 SCH
ENGL 2331	World Literature (single-semester course)	3.00 SCH
ENGL 2332	World Literature I	3.00 SCH
ENGL 2333	World Literature II	3.00 SCH
ENGL 2341	Forms of Literature (single-semester course)	3.00 SCH
HIST 2311	Western Civilization I	3.00 SCH
HIST 2322	World Civilizations II	3.00 SCH
HUMA 1301	Introduction to the Humanities I	3.00 SCH
HUMA 1302	Introduction to the Humanities II	3.00 SCH
HUMA 1315	Fine Arts Appreciation	3.00 SCH
HUMA 2323	World Cultures	3.00 SCH
PHIL 1301	Introduction to Philosophy	3.00 SCH
PHIL 1304	Introduction to World Religions	3.00 SCH
PHIL 2303	Introduction to Logic	3.00 SCH
PHIL 2306	Introduction to Ethics	3.00 SCH
PHIL 2307	Introduction to Social & Political Philosophy	3.00 SCH
PHIL 2321	Philosophy of Religion	3.00 SCH

050 Creative Arts

ARTS 1301	Art Appreciation	3.00 SCH
ARTS 1303	Art History I (Prehistoric to the 14th century)	3.00 SCH
ARTS 1304	Art History II (14th century to the present)	3.00 SCH
ARTS 1311	Design I (2-dimensional)	3.00 SCH
ARTS 1316	Drawing I	3.00 SCH

ARTS 2346	Ceramics I	3.00 SCH
ARTS 2356	Photography I (fine arts emphasis)	3.00 SCH
COMM 2366	Introduction to Cinema	3.00 SCH
DRAM 1310	Introduction to Theater	3.00 SCH
DRAM 1330	Stagecraft I	3.00 SCH
DRAM 1341	Makeup (3 SCH version)	3.00 SCH
DRAM 1342	Introduction to Costume (3 SCH version)	3.00 SCH
DRAM 1351	Acting I	3.00 SCH
DRAM 2331	Stagecraft II	3.00 SCH
MUSI 1303	Fundamentals of Music (single-semester course)	3.00 SCH
MUSI 1306	Music Appreciation	3.00 SCH
MUSI 1308	Music Literature I	3.00 SCH
MUSI 1310	American Music	3.00 SCH

060 American History

HIST 1301	United States History I	3.00 SCH
HIST 1302	United States History II	3.00 SCH

070 Government/Political Science

GOVT 2305	Federal Government (Federal constitution & topics)	3.00 SCH
GOVT 2306	Texas Government (Texas constitution & topics)	3.00 SCH

080 Social and Behavioral Sciences

ANTH 2351	Cultural Anthropology	3.00 SCH
BCIS 1305	Business Computer Applications (3 SCH version)	3.00 SCH
CRIJ 1301	Introduction to Criminal Justice	3.00 SCH
CRIJ 1307	Crime in America	3.00 SCH
ECON 2301	Principles of Macroeconomics	3.00 SCH
ECON 2302	Principles of Microeconomics	3.00 SCH
PHED 1301	Introduction to Physical Fitness & Sport	3.00 SCH
PHED 1304	Personal/Community Health I (may also be single-semester course)	3.00 SCH
PHED 1346	Drug Use & Abuse (3 SCH version)	3.00 SCH
PSYC 2301	General Psychology	3.00 SCH
PSYC 2306	Human Sexuality	3.00 SCH
PSYC 2308	Child Psychology	3.00 SCH
PSYC 2314	Lifespan Growth & Development	3.00 SCH
PSYC 2315	Psychology of Adjustment	3.00 SCH
PSYC 2319	Social Psychology	3.00 SCH
SOCI 1301	Introductory Sociology	3.00 SCH
SOCI 1306	Social Problems	3.00 SCH
SOCI 2301	Marriage & the Family	3.00 SCH
SOCI 2319	Minority Studies	3.00 SCH

SOCI 2326	Social Psychology	3.00 SCH
SOCI 2336	Criminology	3.00 SCH
090 Component Area Option		
EDUC 1200	Learning Framework (2 SCH version)	2.00 SCH
EDUC 1300	Learning Framework (3 SCH version)	3.00 SCH
PSYC 1200	Learning Framework (2 SCH version)	2.00 SCH
PSYC 1300	Learning Framework (3 SCH version)	3.00 SCH
SPCH 1315	Public Speaking	3.00 SCH
SPCH 1318	Interpersonal Communication	3.00 SCH
SPCH 1321	Business & Professional Communication	3.00 SCH

Component III. Denied Courses:

The following courses were evaluated and did not align with the description of the Foundational Component Area and/or did not incorporate the appropriate Core Objectives. These courses are not approved and may not be included in your 2014 Core Curriculum:

030 Life and Physical Sciences

CHEM 1105	Introductory Chemistry Laboratory I (lab)	1.00 SCH
CHEM 1111	General Chemistry I (lab)	1.00 SCH
CHEM 1112	General Chemistry II (lab)	1.00 SCH
CHEM 2223	Organic Chemistry Laboratory I (lab, 2 SCH version)	2.00 SCH
CHEM 2225	Organic Chemistry Laboratory II (lab, 2 SCH version)	2.00 SCH
GEOL 1103	Physical Geology (lab)	1.00 SCH
GEOL 1104	Historical Geology (lab)	1.00 SCH
PHYS 1103	Stars and Galaxies Laboratory (lab)	1.00 SCH
PHYS 1104	Solar System Laboratory (lab)	1.00 SCH
PHYS 1105	Elementary Physics Laboratory I (lab)	1.00 SCH

050 Creative Arts

COMM 1336	Television Production I (3 SCH version)	3.00 SCH
MUAP 1100	Individual Instruction	1.00 SCH
MUAP 1200	Individual Instruction	2.00 SCH
MUEN 1100	Music Ensemble (Generic Place Holder for Core Curriculum Submission)	1.00 SCH
MUEN 1121	Major (Large) Instrumental Ensembles	1.00 SCH
MUEN 1131	Chamber (Small) Instrumental Ensembles	1.00 SCH
MUEN 1141	Major (Large) Vocal Ensembles	1.00 SCH

MUEN 1151	Chamber (Small) Vocal Ensembles	1.00 SCH
MUSI 1116	Sight Singing & Ear Training I (1 SCH version)	1.00 SCH
MUSI 1181	Piano Class I	1.00 SCH
MUSI 1182	Piano Class II	1.00 SCH
MUSI 1192	Guitar Class I	1.00 SCH
MUSI 1193	Guitar Class II	1.00 SCH
MUSI 1211	Music Theory I (2 SCH version)	2.00 SCH
MUSI 1390	Electronic Music I (3 SCH version)	3.00 SCH

080 Social and Behavioral Sciences

EDUC 1200	Learning Framework (2 SCH version)	2.00 SCH
EDUC 1300	Learning Framework (3 SCH version)	3.00 SCH
PHED 1164	Introduction to Physical Fitness & Sport	1.00 SCH
PSYC 1200	Learning Framework (2 SCH version)	2.00 SCH
PSYC 1300	Learning Framework (3 SCH version)	3.00 SCH

090 Component Area Option

PHED 1164	Introduction to Physical Fitness & Sport	1.00 SCH
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Additional Comments:

The separate science lab courses have been denied for inclusion in the Life and Physical Science component area as Amarillo Community College noted that the courses will count in the degree requirements as an elective option. Amarillo Community College may continue to require the lab as a co-requisite to the approved lecture portion, but cannot code the course as fulfilling a core curriculum requirement. THECB Staff are in discussion to make allowances for co-requisite labs that are separate course numbers but are linked to a core course in regards to dual credit funding.

Curriculum Revision Request Form

Division: Arts & Sciences

Department / Program:

Prepared by: Jerry Moller

Request(s):

A. Deactivate the following programs:

- a. Architecture (ARCH.AS)
- b. Biotechnology (BIOT.AS)
- c. Engineering Technology (ENGR.AS.TECH)
- d. Human Science (HUSC.AS)
- e. Human Science/Child Development (HUSC.AS.TECA)
- f. Modern Languages (LANG.AA)
- g. Pre-Law (LAW.AA)
- h. Pre-Law (LAW.AS)
- i. Photography (PHTC.AA)
- j. Speech (SPCH.AA)

Rationale / Justification / Assessment Data:

- A. The programs have historically low enrollment numbers and graduation numbers.

Effects of Revisions:

A. Faculty & Staff Requirements: N/A

B. Equipment/Facility Requirements: N/A

C. Location: N/A

D. Income projections: N/A

Effective Term: Fall 2014

Curriculum Revision Request Form

1. **Division:** Arts and Sciences
2. **Department/Program:** Computer Information Systems/BUSI.AS.CIS
3. **Prepared by:** Carol Buse
4. **Request:** Revise the BUSI.AS.CIS degree as follows:
 - a. Update the Academic core as specified by Texas Higher Education Coordinating Board and AC Curriculum committee
 - b. Replace BCIS 2390 Systems Analysis with COSC 2430 Programming Techniques and Logic 2 in the Major Course Requirements.
5. **Rationale:**
 - a. Revision (a.) is required by the Texas Higher Education Coordinating Board
 - b. Revision (b.) provides an opportunity to align the A.S. curriculum with the primary transfer schools chosen by students pursuing a 4-year degree in CIS.
6. **Effects of Revision:**
 - a. **Faculty and Staff Requirements:** None
 - b. **Equipment/Facility Requirements:** None
 - c. **Location:** N/A
 - d. **Income Projections:** None
7. **Effective Date:** Fall 2014

BUSI.AS.CIS

CURRENT	PROPOSED
GENERAL EDUCATION REQUIREMENTS	GENERAL EDUCATION REQUIREMENTS
Communication – 9 hours <ul style="list-style-type: none"> ENGL 1301: Composition I ENGL 1302: Composition II Speech – 3 hours 	Communication – 6 hours <ul style="list-style-type: none"> ENGL 1301: Composition I ENGL 1302: Composition II Or ENGL 2311: Technical & Business Writing
Mathematics – 3 Hours <ul style="list-style-type: none"> MATH 1324 – Mathematics for Business Decisions I 	Mathematics – 3 Hours <ul style="list-style-type: none"> MATH 1324 – Mathematics for Business Decisions I
Natural Sciences – 8 Hours	Life & Physical Sciences – 6 Hours
Humanities – 3 Hours <ul style="list-style-type: none"> English Literature from the Humanities Course List 	Language, Philosophy & Culture – 3 Hours
Fine Arts – 3 Hours	Creative Arts – 3 Hours
Social/Behavioral Sciences – 15 Hours <ul style="list-style-type: none"> GOVT 2305: United States Government GOVT 2306: Texas Government HIST 1301: United States History I HIST 1302: United States History II ECON 2301: Principles of Macroeconomics 	American History – 6 Hours <ul style="list-style-type: none"> HIST 1301: United States History I HIST 1302: United States History II Government/Political Science – 6 Hours <ul style="list-style-type: none"> GOVT 2305: United States Government GOVT 2306: Texas Government Social & Behavioral Sciences – 3 Hours <ul style="list-style-type: none"> ECON 2301: Principles of Macroeconomics
Lifetime Fitness – 1 Hour	Component Area Option – 6 Hours <ul style="list-style-type: none"> SPCH 1321 – Business and Professional Speaking OR SPCH 1315 – Public Speaking EDUC/PSYC 1300 – 3 Hours
MAJOR COURE REQUIREMENTS (22 hrs)	MAJOR COURE REQUIREMENTS (25 hrs)
ACCT 2301: Accounting Principles I ACCT 2302: Accounting Principles II BCIS 1305: Business Computer Applications BCIS 2390: Systems Analysis I COSC 1415: Programming Techniques and Logic Design I ECON 2302: Principles of Microeconomics MATH 1325: Mathematics for Business Decisions II	ACCT 2301: Accounting Principles I ACCT 2302: Accounting Principles II BCIS 1305: Business Computer Applications COSC 1415: Programming Techniques and Logic Design I COSC 2430: Programming Techniques and Logic Design II ECON 2302: Principles of Microeconomics MATH 1325: Mathematics for Business Decisions II

Curriculum Revision Request Form

1. **Division:** Arts and Sciences

2. **Department/Program:** Computer Information Systems/COSC.AAS

3. **Prepared by:** Carol Buse

4. **Request:** Revise the COSC.AAS as follows:

- a. Update the Academic core as specified by Texas Higher Education Coordinating Board and AC Curriculum committee. Place BCIS 1305: Business Computer Applications as the Social/Behavioral Sciences course. Allow any Language, Philosophy & Culture course from list.
- b. Replace BCIS 1401: Microcomputer Applications with ITSC 2335: Application Software Problem Solving
- c. Remove the following options: Recording Engineering, Media, Education, and Business.
- d. Combine the CIS and Cyber Security option into one: Software, Security, and Networking (SSN) option.
- e. Remove ARTC 1327: Typography and ARTC 1353: Computer Illustration from the Web Development option.
- f. Add ITSE 2302: Intermediate Web Programming to the Web Development option.

5. **Rationale:**

- a. Revision (a.) is required by the Texas Higher Education Coordinating Board
- b. Revision (b.) ITSC 2335 focuses the student's skill in problem solving and is a more appropriate course to prepare students to effectively use Microsoft Office and prepare for the MOS certification.
- c. Revision (c.) In previous catalogs, most students selected one of 3 options – Computer Programming, Web Development, or CIS. The other options, Recording Engineering, Media, Education, and Business were not selected by CIS students. Removing them provides a simpler degree plan and is a first step in reducing the degree to 60 hours.
- d. Revision (d.) Software, Security, and Networking (SSN) is more directed than the general CIS option and prepares students for the following Industry Certificates: Microsoft Office Specialist (MOS), CompTIA A+, Security +, Network +, Server +, Cisco Certified Entry Networking Technician (CCENT).
- e. Revision (e) and (f) focuses the CIS Web development option more on the server and scripting side of Web Development, in keeping with the focus of the CIS department and is a first step in reducing the degree to 60 hours.

6. **Effects of Revision:**

- a. **Faculty and Staff Requirements:** None
- b. **Equipment/Facility Requirements:** None
- c. **Location:** N/A
- d. **Income Projections:** None

7. **Effective Date:** Fall 2014

1. COSC.AAS Description:

Current	Proposed
<p>This CIS curriculum provides several program concentrations that prepare an individual for today's business computer industry opportunities. Each program prepares an individual for entry-level position in one of these areas: Computer Programming, Web Development, Cyber-Security, Business, Education, Media and Recording Engineering.</p> <p>All major course requirements are to be taken in the order approved by the students' individual CIS Advisor. The student must have a grade of C or higher in all required courses in order to progress to the next level of the program. To remain eligible for enrollment in subsequent CIS courses, a student may repeat a particular CIS course only once and may repeat only two CIS courses.</p>	<p>This CIS curriculum provides several program concentrations that prepare an individual for today's business computer industry opportunities. Each program prepares an individual for entry-level position in one of these areas: Computer Programming, Web Development, and Software, Security, Networking (SSN).</p> <p>All major course requirements are to be taken in the order approved by the students' individual CIS Advisor. The student must have a grade of C or higher in all required courses in order to progress to the next level of the program. To remain eligible for enrollment in subsequent CIS courses, a student may repeat a particular CIS course only once and may repeat only two CIS courses.</p>

2. CETT.AAS.NT

In the Major Course Requirements:

Delete ITSC 1407 Unix Operating Systems I

Add ITSC 1307 Unix Operating Systems I

COSC.AAS

CURRENT	PROPOSED
GENERAL EDUCATION REQUIREMENTS	GENERAL EDUCATION REQUIREMENTS
COMMUNICATION – 6 HOURS <ul style="list-style-type: none"> • Speech • ENGL 1301: Composition I 	COMMUNICATION – 3 HOURS <ul style="list-style-type: none"> • ENGL 1301: Composition I
SOCIAL/BEHAVIORAL SCIENCE – 3 HOURS <ul style="list-style-type: none"> • ECON 2301 – Principles of Macroeconomics 	SOCIAL/BEHAVIORAL SCIENCE – 3 HOURS <ul style="list-style-type: none"> • BCIS 1305: Business Computer Applications
MATHEMATICS/NATURAL SCIENCES – 3 HOURS <ul style="list-style-type: none"> • MATH 1324 – Math for Business Decisions I Or • MATH 1314 – College Algebra 	LIFE & PHYSICAL SCIENCES Or MATHEMATICS – 3 HOURS <ul style="list-style-type: none"> • MATH 1324 – Math for Business Decisions I Or • MATH 1314 – College Algebra
HUMANITIES/FINE ARTS – 3 HOURS <ul style="list-style-type: none"> • ARTS 1311 – Design I 	LANGUAGE, PHILOSOPHY & CULTURE Or CREATIVE ARTS – 3 HOURS
	COMPONENT AREA OPTION <ul style="list-style-type: none"> • Speech (Communication foundational component area) Or • EDUC 1300: First Year Seminar
MAJOR COURSE REQUIREMENTS (37 HRS)	MAJOR COURSE REQUIREMENTS (32 HRS)
BCIS 1305: Business Computer Applications BCIS 1401: Microcomputer Applications COSC 1415: Programming Techniques and Logic Design I CPMT 1351: IT Essentials: 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 1342: Information Technology Security INEW 2334: Advanced Web Programming	ITSC 2335: Application Software Problem Solving COSC 1415: Programming Techniques and Logic Design I CPMT 1351: IT Essentials: PC Hardware and Software ITSC 1307: 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 1342: Information Technology Security INEW 2334: Advanced Web Programming
Major Elective Requirement (3-4 hours)	Major Elective Requirement (3-4 hours)
Major Options (12-16 Semester Hours):	Major Options (12-14 Semester Hours):
<p>Students should select a program concentration in Computer Programming, Web Development, Cyber-Security, Business, Education, Media or Recording Engineering.</p> <p>Computer Programming - 12 Hours</p> <p>COSC 1436 - Programming Fundamentals I COSC 1437 - Programming Fundamentals II COSC 2436 - Programming Fundamentals III</p>	<p>Students should select a program concentration in Computer Programming, Web Development, or Software, Security, & Networking (SSN).</p> <p>Computer Programming – 12 Hours</p> <p>COSC 1436 - Programming Fundamentals I COSC 1437 - Programming Fundamentals II COSC 2436 - Programming Fundamentals III</p>

Web Development - 15 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

Cyber Security - 16 Hours

~~ITCC 1401 - Cisco Exploration I - Network Fundamentals~~
~~CPMT 2349 - Advanced Computer Networking Technology~~
~~ITSY 2300 - Operating System Security~~
~~ITSY 2341 - Security Management Practices~~
~~HMSY 1342 - Understanding and Combating Terrorism~~

Business - 15 Hours

~~ACCT 2301 - Accounting Principles I~~
~~ACCT 2302 - Accounting Principles II~~
~~BUSI 1301 - Introduction to Business~~
~~BMGT 1305 - Communications in Management~~
~~BMGT 1301 - Supervision~~

Education - 15 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 - Computer Information Sciences - General~~

~~or~~
~~GAME 1306 - Design and Creation of Games~~

Media - 15 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~~

Web Development - 12 Hours

ITSE 2302 - Intermediate Web Programming
ARTC 1325 - Introduction to Computer Graphics
IMED 1316 - Web Page Design I
IMED 2315 - Web Page Design II

Software, Security, Networking (SSN) -- 14 hours

ITSY 2300 -- Operating System Security
ITCC 1401 Cisco I -- Network Fundamentals
ITCC 1404 Cisco II -- Routing Protocols and Concepts
CPMT 2349 -- Advanced Networking

~~—or~~

~~—COMM 1337—Television Production~~

~~—or~~

~~—COMM 2311—News Reporting and Writing-I~~

~~Recording Engineering—15 Hours~~

~~—MUSI 1390—Electronic Music-I~~

~~—MUSI 1391—Electronic Music-II~~

~~—MUAP 1187—Independent Study Elective~~

~~—MUAP 1288—Independent Study Elective~~

~~—MUSI 1306—Music Appreciation~~

~~—Or~~

~~—MUSI 1310—American Music~~

~~—MUSI 1303—Fundamentals of Music~~

~~—Or~~

~~—MUSI 1116—Elementary Ear Training-I~~

~~—And~~

~~—MUSI 1211—Elementary Theory-I~~

~~Computer Information Systems—12 to 15 Hours~~

Complete 4 CIS or related courses based on
recommendations from the major advisor.

Curriculum Revision Request Form

1. **Division:** Arts and Sciences
2. **Department/Program:** Computer Information Systems/COSC.AAS
3. **Prepared by:** Carol Buse
4. **Request:** Remove, revise, and add certificates as follows:
 - a. Remove the Microcomputer Software Specialist Certificate
 - b. Add Computer Support Specialist Certificate
5. **Rationale:**
 - a. The Microcomputer Software Specialist Certificate is a Marketable Skills Certificate. However, it was brought to my attention that it included ACGM courses and not only WECM courses as specified by the GIPWE.
 - b. The addition of a level-1 Computer System Support Certificate will in effect replace the Microcomputer Software Certificate. This certificate is stronger and prepares students better for the work force. Training for industry certifications with this level-1 certificate include Microsoft Office (MOS) certificate, A+ Certificate, Comp-TIA Security +, Comp-TIA Network +.
The CIS Advisory Committee approved this addition.
6. **Effects of Revision:**
 - a. **Faculty and Staff Requirements:** None
 - b. **Equipment/Facility Requirements:** None
 - c. **Location:** N/A
 - d. **Income Projections:** None
7. **Effective Date:** Fall 2014

Current: Microcomputer Software Specialist Certificate (11 hours)

BCIS 1305 — Business Computer Applications BCIS 1401 — Microcomputer Applications ITSE 1311 — Beginning Web Page Programming ITSC 1191 — Special Topics in Computer and Information Sciences

Proposed: Computer System Support Certificate (15 hours)

BCIS 1305 – Business Computer Applications ITSC 2335 – Application Software Problem Solving ITSE 2309 – Database Programming CPMT 1351 – IT Essentials: PC Hardware and Software ITSY 1342 –Information Technology Security

Curriculum Revision Request Form

Division: Arts & Sciences

Department/Program: Criminal Justice

Prepared by: Toni Gray

Request: Revise the Criminal Justice AS as follows:

- a. Revise General Education Requirements to reflect the new common core.
- b. Reduce the Major Course Requirements to six instead of seven for a total of 62 semester hours.

Rationale/Justification: Change in requirements by the Texas Higher Education Coordinating Board

Effects of Revisions:

A. Faculty and Staff Requirements: None

B. Equipment/Facility Requirements: None

C. Location: None

D. Income projections: None

Effective Date: Fall 2014

Criminal Justice AS

CURRENT	PROPOSED
<p><u>GENERAL EDUCATION REQUIREMENTS (42 Semester Hours)</u></p> <p>Communication – 9 Hours ENGL 1301 – Composition I ENGL 1302 – Composition II Speech</p> <p>Social Behavioral Sciences – 15 Hours Social/Behavioral Science GOVT 2305 – United States Government GOVT 2306 – Texas Government HIST 1301 – United States History I HIST 1302 –United States History II</p> <p>Humanities – 3 Hours</p> <p>Fine Arts – 3 Hours</p> <p>Mathematics – 3 Hours</p> <p>Natural Sciences – 8 Hours</p> <p>Lifetime Fitness – 1 Hour</p>	<p><u>GENERAL EDUCATION REQUIREMENTS (42 Semester Hours)</u></p> <p>Communication – 6 Hours ENGL 1301 – Composition I ENGL 1302 – Composition II Or ENGL 2311 – Technical and Business Writing</p> <p>Mathematics – 3 Hours</p> <p>Life and Physical Sciences – 6 Hours</p> <p>Language, Philosophy & Culture – 3 Hours</p> <p>Creative Arts – 3 Hours</p> <p>Government – 6 Hours GOVT 2305 – United States Government GOVT 2306 – Texas Government</p> <p>History – 6 Hours HIST 1301 – United States History I HIST 1302 –United States History II</p> <p>Social Behavioral Sciences – 3 Hours Recommended PSYC 2301 – General Psychology or SOC 1301 – Introduction to Sociology</p> <p>Institutional Requirements – 6 Hours Speech – 3 hours</p> <p><u>AND</u> EDUC/PSYC 1300 – First Year Seminar</p>
<p><u>MAJOR COURSE REQUIREMENTS (21 Semester Hours)</u></p> <p>CRIJ 1301 - Introduction to Criminal Justice CRIJ 1306 - Court Systems and Practices CRIJ 1307 - Crime in America CRIJ 1310 - Fundamentals of Criminal Law CRIJ 2313 - Correctional Systems and Practices CRUJ 2314 – Criminal Investigation CRIJ 2328 - Police Systems and Practices</p> <p>RELATED COURSE REQUIREMENTS (3 Semester Hours) BCIS 1305 – Business Computer Applications</p>	<p><u>MAJOR COURSE REQUIREMENTS (20 Semester Hours)</u></p> <p>CRIJ 1301 - Introduction to Criminal Justice CRIJ 1306 - Court Systems and Practices CRIJ 1307 - Crime in America CRIJ 1310 - Fundamentals of Criminal Justice CRIJ 2313 - Correctional Systems and Practices CRIJ 2328 - Police Systems and Practices</p>
TOTAL SEMESTER HOURS (63)	TOTAL SEMESTER HOURS (62)

Curriculum Revision Request Form

Division: Arts & Sciences

Department/Program: Criminal Justice

Prepared by: Toni Gray

Request: Revise the Forensic Science AS as follows:

- a. Revise General Education Requirements to reflect the new common core.
- b. Reduce the credit hours from 63 hours to 61 hours.

Rationale/Justification: Change in requirements by the Texas Higher Education Coordinating Board

Effects of Revisions:

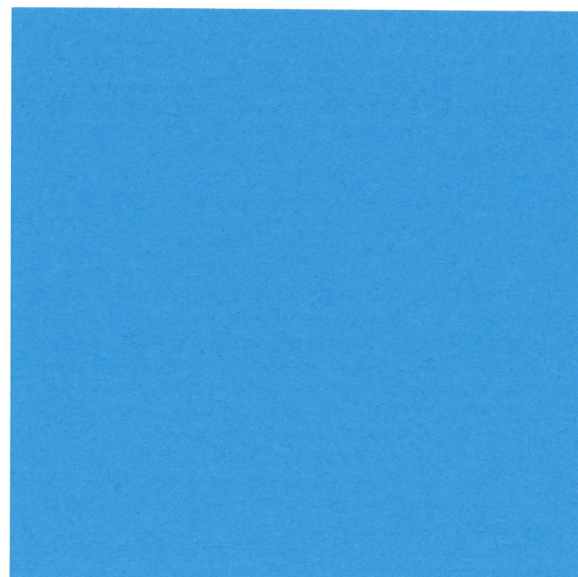
A. Faculty and Staff Requirements: None

B. Equipment/Facility Requirements: None

C. Location: None

D. Income projections: None

Effective Date: Fall 2014



Forensic Science AS

CURRENT

GENERAL EDUCATION REQUIREMENTS (42 Semester Hours)

Communication – 9 Hours

ENGL 1301 – Composition I
ENGL 1302 – Composition II
Speech

Social Behavioral Sciences – 15 Hours

Social/Behavioral Science
GOVT 2305 – United States Government
GOVT 2306 – Texas Government
HIST 1301 – United States History I
HIST 1302 –United States History II

Humanities – 3 Hours

Fine Arts – 3 Hours

Mathematics – 3 Hours

Natural Sciences – 8 Hours

Lifetime Fitness – 1 Hour

MAJOR COURSE REQUIREMENTS (21 Semester Hours)

Natural Sciences* (4 hours)

FORS 2440: Forensic Science I
FORS 2450: Forensic Science II
CRIJ 2314: Criminal Investigation
CRIJ 1310: Fundamentals of Criminal Law
SOCI 2336: Criminology

TOTAL SEMESTER HOURS (63)

PROPOSED

GENERAL EDUCATION REQUIREMENTS (42 Semester Hours)

Communication – 6 Hours

ENGL 1301 – Composition I
ENGL 1302 – Composition II
or
ENGL 2311 – Technical and Business Writing

Mathematics – 3 Hours

Life and Physical Sciences – 6 Hours

Recommended

BIOL 1406 – Biology for Science Majors I
BIOL 1407 – Biology for Science Majors II

Language, Philosophy & Culture – 3 Hours

Creative Arts – 3 Hours

Government – 6 Hours

GOVT 2305 – United States Government
GOVT 2306 – Texas Government

History – 6 Hours

HIST 1301 – United States History I
HIST 1302 –United States History II

Social Behavioral Sciences – 3 Hours

PSYC 2301 – General Psychology

Component Area Option – 6 Hours

Speech – 3 hours
And
EDUC/PSYC 1300 – First Year Seminar – 3 hours

MAJOR COURSE REQUIREMENTS (19 Semester Hours)

FORS 2440 - Forensic Science I
FORS 2450 - Forensic Science II
CRIJ 2314 - Criminal Investigation
CRIJ 1310 - Fundamentals of Criminal Law
SOCI 2336 - Criminology

TOTAL SEMESTER HOURS (61)

Curriculum Revision Request Form

Division: Arts & Sciences

Department/Program: Criminal Justice

Prepared by: Toni Gray

Request: Revise the Criminal Justice AAS as follows:

- a. Revise General Education Requirements to reflect the new common core.
- b. Reduce the credit hours from 63-66 hours to 60-62 hours.

Rationale/Justification: Change in requirements by the Texas Higher Education Coordinating Board

Effects of Revisions:

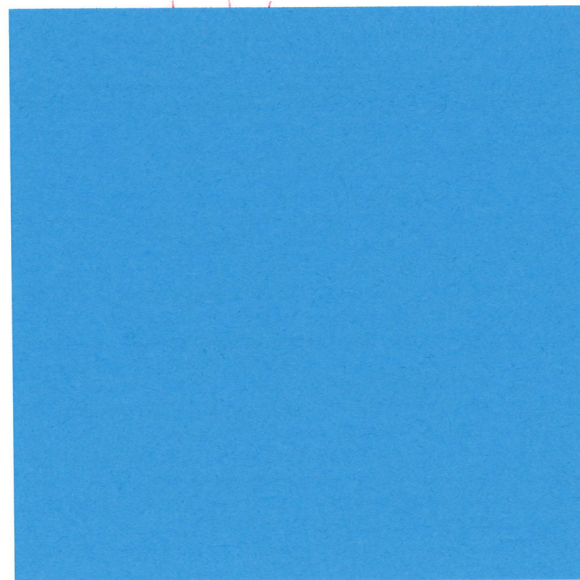
A. Faculty and Staff Requirements: None

B. Equipment/Facility Requirements: None

C. Location: None

D. Income projections: None

Effective Date: Fall 2014



Criminal Justice AAS

CURRENT

GENERAL EDUCATION REQUIREMENTS (15 Semester Hours)

Communication – 6 Hours

ENGL 1301 – Composition I
Speech

Social Behavioral Sciences – 3 Hours

PSYC 2301 – General Psychology

Humanities – 3 Hours

Mathematics/Natural Sciences – 3 Hours

MAJOR COURSE REQUIREMENTS (48-51 Semester Hours)

Law & Public Safety Core (9 Semester Hours)

~~BUSI 2301: Business Law I~~
~~CRIJ 1310: Fundamentals of Criminal Law~~
~~POFL 1305: Legal Terminology~~

Major Course Requirements (12 Semester Hours)

CRIJ 1301: Introduction to Criminal Justice
CRIJ 1306: Court Systems and Practices
CRIJ 2313: Correctional Systems and Practices
CRIJ 2328: Police Systems and Practices

Major Options (24-27 Semester Hours)

Students should select a program concentration in Homeland Security or Law Enforcement.

Homeland Security (24-27)

HMSY 1337: Introduction to Homeland Security
HMSY 1342: Understanding and Combating Terrorism
~~HMSY 1340: Homeland Security Intelligence Ops~~
HMSY 1343: Weapons of Mass Destruction
SOCI 2336: Criminology

Complete 9-12 hours (3) from the following:

CRIJ 1307: Crime in America
CRIJ 2314: Criminal Investigation
~~FORS 2440: Forensic Science I~~
~~FORS 2450: Forensic Science II~~
CPMT 1351: IT Essentials I: PC Hardware & Software
~~ITCC 1401: ITCC 1401 – Cisco Exploration I – Network Fundamentals~~
ITSY 1342: Information Technology Security

Law Enforcement – 26 Hours

The following classes include the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Academy and can be taken as a Unit. Completion of all classes will enable students to sit for the state licensing (TCOLE) exam. *Entrance into this program requires specific instruction. Please contact the program advisor.*

PROPOSED

GENERAL EDUCATION REQUIREMENTS (15 Semester Hours)

Communication – 3 Hours

~~ENGL 1301 – Composition I~~

Social Behavioral Sciences – 3 Hours

~~PSYC 2301 – General Psychology~~

Life and Physical Sciences or Mathematics – 3 Hours

Language, Philosophy & Culture or Creative Arts – 3 Hours

Institutional Requirements – 3 Hours

Speech – 3 hours
Or
EDUC/PSYC 1300 – First Year Seminar – 3 hours

MAJOR COURSE REQUIREMENTS (42-44 Semester Hours)

Law and Public Safety Core (3 Semester Hours)

~~BCIS 1305 - Business Computer Applications~~

Major Course Requirements (15 Semester Hours)

CRIJ 1301 - Introduction to Criminal Justice
CRIJ 1306 - Court Systems and Practices
~~CRIJ 1310 - Fundamentals of Criminal Law~~
CRIJ 2313 - Correctional Systems and Practices
CRIJ 2328 - Police Systems and Practices

Major Options

Student should choose either a concentration in Law Enforcement or Homeland Security.

Law Enforcement Option (26 Semester Hours)

The following classes include the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Academy and can only be taken as a Unit. Completion of all classes will enable students to sit for the state licensing (TCOLE) exam. *Entrance into this program requires specific instruction. Please contact the program advisor.*

CJLE 1506 - Basic Peace Officer I
CJLE 1512 - Basic Peace Officer II
CJLE 1518 - Basic Peace Officer III
CJLE 1524 - Basic Peace Officer IV
CJLE 1429 - Basic Peace Officer V
CJLE 1135 - Police Academy Fitness I
CJLE 1136 - Police Academy Fitness II

Homeland Security Option (24 Semester Hours)

HMSY 1337 - Introduction to Homeland Security
HMSY 1342 - Understanding and Combating Terrorism
HMSY 1343 - Weapons of Mass Destruction
SOCI 2336 - Criminology

Select 4 from the following: (12 Semester Hours)

CRIJ 1307 - Crime in America
CRIJ 2314 - Criminal Investigation

<p>CJLE 1506: Basic Peace Officer I</p> <p>CJLE 1512: Basic Peace Officer II</p> <p>CJLE 1518: Basic Peace Officer III</p> <p>CJLE 1524: Basic Peace Officer IV</p> <p>CJLE 1429: Basic Peace Officer V</p> <p>CJLE 1135: Police Academy Fitness I</p> <p>CJLE 1136: Police Academy Fitness II</p> <p>Related Course Requirement (3 Semester Hours)</p> <p>BCIS 1305: Business Computer Applications</p>	<p>PHIL 1304 - Introduction to World Religions</p> <p>PHIL 2306 - Introduction to Ethics</p> <p>PSYC 2319/SOCI 2326 - Social Psychology</p> <p>SOCI 1306 - Social Problems</p> <p>SOCI 2319 - Minority Studies</p> <p>CPMT 1351 - IT Essentials: PC Hardware and Software</p> <p>ITSY 1342 - Information Technology Security</p> <p>ITDF 1300 - Introduction to Digital Forensics</p> <p>ITSY 2300 - Operating System Security</p> <p>Related Requirement (3 Semester Hours)</p> <p>ENGL 1302 – Composition II</p> <p>Or</p> <p>ENGL 2311 – Technical and Business Writing</p>
TOTAL SEMESTER HOURS (63-66)	TOTAL SEMESTER HOURS (60-62)

Curriculum Revision Request Form

Examples:

Course Revision
Program Revision
New Course

Division: Arts and Sciences

Department / Program: English

Prepared by: Dr. Dan Ferguson

Request: Update ENGL 2307 Course Description

- Course additions must include student learning outcomes
- Program changes/additions must include program goals

a.

New Description: "Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama."

b.

c.

d.

Rationale / Justification / Assessment Data:

The ACGM has provided a new description for this course, and we need to be in compliance.

Effects of Revisions:

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

Effective Term: Fall 2014

 Print

Amarillo COLLEGE

MASS MEDIA

Curriculum Revision Request

Division: Arts and Sciences

Department/Program: Communications and Theatre/Mass Communication

Prepared by: Jill Gibson

Request for the Mass Communication Associate in Science (COMM.AS.MCOMM), Radio-TV Associate in Applied Science (RTVB.AAS.RTV) and Radio-TV Certificate (RTVB.CERT)

- a. Change the program name from Mass Communication and Radio-TV to Mass Media. Cross reference old program names (Radio-TV and Mass Communication) to new program name in Catalog and web pages.
- b. Add the following marketable skills certificates:
 - Social Media Marketable Skills Certificate
 - Digital Media Image & Design Marketable Skills Certificate
- c. Revise the Radio-TV Certificate according to the proposed plan, which expands the current certificate into the following options:
 - Online Marketing Certificate
 - Mass Media Content Certificate
 - Mass Media Production Certificate
- d. Revise the Radio-TV Associate in Applied Science by renaming it Mass Media Associate in Applied Science and changing requirements according to the proposed plan.
- e. Revise the Mass Communication Associate by renaming it Mass Media Associate and changing requirements according to the proposed plan.
- f. Add the following courses to the Amarillo College course inventory:
 - ETWR 1391: Special Topics: Social Tools I- Design and Implementation; Special topics in Professional, Technical, Business and Scientific Writing
 - MRKG 2312: e-Commerce Marketing
 - IMED 2359 Interactive Web Elements

The current and proposed degree plans, course descriptions and learning outcomes are attached.

Rationale/Justification: In response to changes in industry and advice from media professionals, AC has designed new certificate and degree curricula to meet the evolving needs of the media workforce. The changes reflect in-depth research and multiple meetings with people working in a wide variety of media industries.

The proposed offerings vary in completion length from approximately three months to two years and create a series of stackable credentials that allow students to continually build upon their skills.

The new options will allow students to prepare for entry-level positions in social or digital media; news or copy writing; news editing and design; video and audio capture, editing and streaming; and/or transfer to a university with the intent of completing a baccalaureate degree in mass media. The revised curricula will also give current media professionals a way to update their skills and master new and emerging technologies.

The proposed changes in the transfer program will allow students to align their studies with their prospective transfer institutions; while building broad based media skills.

Effects of Revisions

- A. Faculty and Staff Requirements: The new classes will be taught by existing faculty or adjuncts. Courses will be set up and offered according to the standard policy of Amarillo College. Several current AC employees at Panhandle PBS and College Relations have expressed interest in adjunct teaching as well.
- B. Equipment/Facility Requirements: In conjunction with Panhandle PBS and KACV-FM, the program has prepared a detailed plan for proposed equipment replacement and expansion. The plan maximizes sharing of studio space, equipment and staff for the benefit of the students, the TV and radio stations and the marketing/public relations goals of the College. New equipment will be funded through allocations from Panhandle PBS and Perkins funds along with currently-budgeted program funds.
- C. Location: Washington Street Campus, Parcels Hall
- D. Income Projections: Academic tuition and basic fees

Amarillo COLLEGE

MASS MEDIA

Effective Date: August 2014

Course Descriptions

ADD

ETWR 1391: Special Topics: Social Media Tools: Design and Implementation; Special topics in Professional, Technical, Business and Scientific Writing

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

This course will instruct students on how to promote organizations, products, and services using social media tools such as blogs, Facebook, and Twitter. Adhering to the rules of online etiquette, students will learn how to build a community and curate its contributed information so that the information reliably provides online support for products or services.

(3 sem hrs; 3 lec)

Learning Outcomes:

- Learn how to promote organizations, products, and services using social media tools such as blogs, Facebook, and Twitter.
- Adhering to the rules of online etiquette, learn how to build a community and curate its contributed information so that the information reliably provides online support for products or services.

MRKG 2312: e-Commerce Marketing

Explore electronic tools utilized in marketing; focus on marketing communications in developing customer relationships.

(3 sem hrs; 3 lec,)

Learning Outcomes:

- Perform market analysis
- Develop e-Marketing goals and evaluate electronic communications
- Identify target audience
- Design and evaluate customer feedback techniques.

IMED 2359: Interactive Web Elements

Production of projects using current web development tools that may incorporate dynamic data, web graphics, animation, Television and Radio streaming.

(3 sem hrs; 3 lec,) 1 lab

Learning Outcomes:

- Select and utilize web animation and graphic programs applicable to specified business conditions and applications
- Create and add animation to a website
- Digitize and stream a Television segment to a website
- Utilize World Wide Web Consortium (W3C) standards.

Amarillo COLLEGE

MASS MEDIA

	Social Media Marketable Skills Certificate (RTVB.MKT.SM)
<i>Current</i>	<i>Proposed</i>
<ul style="list-style-type: none"> • None 	Major Course Requirements (12 hrs) <ul style="list-style-type: none"> • ARTC 1325: Introduction to Computer Graphics • ETWR 1391: Social Media Tools: Design and Implementation; Special topics in Professional, Technical, Business and Scientific Writing • IMED 1316: Web Page Design I • MRKG 2312: e-Commerce Marketing

	Digital Media Image and Design Marketable Skills Certificate (RTVB.MKT.DM)
<i>Current</i>	<i>Proposed</i>
<ul style="list-style-type: none"> • None 	Major Course Requirements (12 hrs) <ul style="list-style-type: none"> • ARTC 1325: Introduction to Computer Graphics • COMM 1318: Photography I • COMM 1307: Introduction to Mass Communication • IMED 1316: Web Page Design I

Amarillo COLLEGE

MASS MEDIA

<i>Current</i>	<i>Proposed</i>
Radio – TV Certificate (RTVB.CERT)	Mass Media Certificate (RTVB.CERT) (33-34 semester hours)
Major Course Requirements (42 hrs) <ul style="list-style-type: none"> • ARTC 1325-Intro to Comp. Graphics • COMM 1307: Intro to Mass Communication • COMM 1336: Intro to Television Production • COMM 1337: Television Production • COMM 2303 Radio Prod I • COMM 2327: Intro to Advertising • COMM 2339: Writing for Electronic Media • RTVB 2164, 2264 or 2364 Practicum-Radio and Television Broadcasting (1-hr.) • COMM 2331: Announcing for Radio-TV • COMM 2332: Radio/Television News • COMM 2366: Intro to Film • RTVB 1447: Radio/Radio Production II (4 hrs.) • RTVB 2337: Television Production Workshop I • RTVB 1150: Radio Experience (1-hr) • MRKG 1311: Principles of Marketing OR • MRKG 2333: Principles of Selling 	Mass Media Certificate Major Course Requirements (12 hrs) <ul style="list-style-type: none"> • ARTC 1325: Introduction to Computer Graphics • COMM 1307: Introduction to Mass Communication • COMM 1336: Television Production I • COMM 2303: Radio Production I Mass Media Certificate Major Options (21-22 hrs) Students should select a program concentration in Online Marketing, Media Production or Media Content. <i>Certificate: Online Marketing Concentration (21 hrs)</i> <ul style="list-style-type: none"> • COMM 1337: Television Production II • COMM 2327: Introduction to Advertising • COMM 2330: Introduction to Public Relations • COMM 2339: Writing for Electronic Media • ETWR 1391: Social Media Tools: Design and Implementation; Special topics in Professional, Technical, Business and Scientific Writing • IMED 1316: Web Page Design I • MRKG 2312: e-Commerce Marketing <i>Certificate: Media Production Concentration (22 hrs)</i> <ul style="list-style-type: none"> • COMM 1318: Photography I • COMM 1337: Television Production II • COMM 2332: Radio/Television News • IMED 1316: Web Page Design I • IMED 2359: Interactive Web Elements • RTVB 1150: Radio Experience (1 hr) • RTVB 2337: Television Production Workshop I • RTVB 2386: Internship- Radio/Television <i>Certificate: Media Content Concentration (21 hrs)</i> <ul style="list-style-type: none"> • COMM 1318: Photography I • COMM 1327: Television Production • COMM 2311: News Gathering and Writing I • COMM 2315: News Gathering and Writing II • COMM 2327: Introduction to Advertising • COMM 2332: Radio/Television News • COMM 2339: Writing for Electronic Media

Amarillo COLLEGE

MASS MEDIA

<i>Current</i>	<i>Proposed</i>
Radio—TV Associate in Applied Science 60 hrs (RTVB.AAS.RTV)	Mass Media Associate in Applied Science 60 hrs (RTVB.AAS.RTV)
General Education Requirements (18 hrs) COMMUNICATION – 9 hours <ul style="list-style-type: none"> • Speech • ENGL 1301 Comp I • ENGL 1302 Comp II HUMANITIES/FINE ARTS – 3 hours <ul style="list-style-type: none"> • COMM 1336 Intro to R/TV Prod MATH/NATURAL SCIENCE – 3 hours <ul style="list-style-type: none"> • Any college level Math course SOCIAL/BEHAVIORAL SCIENCES – 3 hours <ul style="list-style-type: none"> • GOVT 2306 Texas Government 	General Education Requirements (15 hrs) COMMUNICATION <ul style="list-style-type: none"> • ENGL 1301: Composition I SOCIAL/BEHAVIORAL SCIENCE <ul style="list-style-type: none"> • Social/Behavioral Science LIFE & PHYSICAL SCIENCES OR MATHEMATICS <ul style="list-style-type: none"> • Mathematics LANGUAGE, PHILOSOPHY & CULTURE OR CREATIVE ARTS <ul style="list-style-type: none"> • COMM 1307 Intro to Mass Communication • SPCH 1315, SPCH 1318 or SPCH 1321 <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> • EDUC/PSYC 1300: First Year Seminar - Learning Framework
Major Course Requirements (38-40 Semester Hours) <ul style="list-style-type: none"> • 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 2331 - Announcing for Radio-Television • COMM 2332 - Radio/Television News • COMM 2339 - Writing for Electronic Media • COMM 2366 - Introduction to Film • RTVB 1150 - Radio Experience I • RTVB 2164 - Practicum - Radio and Television Broadcasting <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> • RTVB 2264 - Practicum - Radio and Television Broadcasting • RTVB 1447 - Radio/Radio Production II <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> • RTVB 2337 - Television Production Workshop I • MRKG 1311 - Principles of Marketing <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> • MRKG 2333 - Principles of Selling • Electives (2-4 Semester Hours) <p>Complete a sufficient number of elective hours in order to meet the 60 total semester hour requirement for the degree.</p>	Mass Media AAS Major Course Requirements (21 hrs) <ul style="list-style-type: none"> • ARTC 1325: Introduction to Computer Graphics • COMM 1307: Introduction to Mass <i>Film</i> Communication 2366 • COMM 1318: Fundamentals of Photography • COMM 1336: Television Production I • COMM 2303: Radio Production I • ETWR 1391: Special Topics: Social Media • IMED 2359: Interactive Web Elements Mass Media AAS Major Options (24 hrs) Students should select a program concentration in Online Marketing, Media Production or Media Content. <i>AAS: Online Marketing Concentration (24 hrs)</i> <ul style="list-style-type: none"> • COMM 1337: Television Production II • COMM 2311: News Gathering and Writing I • COMM 2327: Introduction to Advertising • COMM 2330: Introduction to Public Relations • COMM 2332: Radio/Television News • COMM 2339: Writing for Electronic Media • MRKG 2312: e-Commerce Marketing • IMED 1316: Web Page Design I <i>AAS: Media Production Concentration (24 hrs)</i> <ul style="list-style-type: none"> • COMM 1337: Television Production II • COMM 2332: Radio/Television News • COMM 2339: Writing for Electronic Media • RTVB 1150: Radio Experience I (1 credit, repeat

RTVB 2164 - Practicum

Amarillo COLLEGE

MASS MEDIA

	<p>twice)</p> <ul style="list-style-type: none"> • RTVB 1447 Radio Production II (4 credits) • RTVB 2337: Television Production Workshop I • RTVB 2386: Internship- Radio/Television COMM 2324 • IMED 1316: Web Page Design I <p><i>AAS: Media Content Concentration (24 hrs)</i></p> <ul style="list-style-type: none"> • COMM 1337: Television Production II • COMM 2311: News Gathering and Writing I • COMM 2315: News Gathering and Writing II • COMM 2327: Introduction to Advertising • COMM 2332: Radio/Television News • COMM 2339: Writing for Electronic Media • IMED 1316: Web Page Design I • RTVB 2386: Internship- Radio/Television COMM 2324
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Amarillo COLLEGE

MASS MEDIA

<i>Current</i>	<i>Proposed</i>
Mass Communication (A.S.) 60 hrs. COMM.AS.MCOMM	Mass Media Associate Degree 60 hrs
General Education Requirements (42 hrs) COMMUNICATION 9 hrs <ul style="list-style-type: none"> • SPCH 1315 or SPCH 1318 or SPCH 1321 • ENGL 1301 Comp I • ENGL 1302 Comp II HUMANITIES 3 hrs <ul style="list-style-type: none"> • Pick from list MATH 3 hrs <ul style="list-style-type: none"> • Any college level Math course SOCIAL/BEHAVIORAL SCIENCES 15 hrs <ul style="list-style-type: none"> • Social/Behavioral Science • GOVT 2305 United States Government • GOVT 2306 Texas Government • HIST 1301- United States History I • HIST 1302 – United States History II FINE ARTS Pick from list NATURAL SCIENCES 8 hrs Pick from list LIFETIME FITNESS 1 hr Pick from list Major Course Requirements (15 hrs) Students should select from one of the following areas Advertising/PR <ul style="list-style-type: none"> • COMM 1307-Intro to Mass Comm • COMM 1336-Intro to Radio/TV Production • COMM 2311-News Reporting and Writing-I • COMM 2327-Intro to Advertising One of the following <ul style="list-style-type: none"> • COMM 1318-Photography-I • COMM 2330-Intro to PR • COMM 2339-Writing for Electronic Media Journalism <ul style="list-style-type: none"> • COMM 1307-Intro to Mass Comm • COMM 2305-Editing and Design • COMM 2311-News Reporting and Writing-I • COMM 2315-News Reporting and Writing-II • COMM 2330-Intro to PR Or <ul style="list-style-type: none"> • COMM 2339-Writing for Electronic Media Radio-TV <ul style="list-style-type: none"> • COMM 1307-Intro to Mass Comm • COMM 1336-Intro to Radio-TV Production • COMM 2331-Announcing for Radio-TV • COMM 2332-Radio/Television News • Students must take one of the following courses 	General Education Requirements (42hrs) COMMUNICATION 6 hrs <ul style="list-style-type: none"> • ENGL 1301 –Composition I • ENGL 1302 –Composition II or • ENGL 2311 – Technical and Business Writing MATH – 3 hrs LIFE AND PHYSICAL SCIENCES – 6 hrs LANGUAGE, PHILOSOPHY & CULTURE 3 hrs <ul style="list-style-type: none"> • COMM 1307-Intro to Mass Comm CREATIVE ARTS 3 hrs <ul style="list-style-type: none"> • COMM 2366: Introduction to Film GOVERNMENT 6 hrs <ul style="list-style-type: none"> • GOVT 2305 – United States Government • GOVT 2306 – Texas Government HISTORY 6 hrs <ul style="list-style-type: none"> • HIST 1301 – United States History I • HIST 1302 –United States History II SOCIAL BEHAVIORAL SCIENCES 3 hrs INSTITUTIONAL REQUIREMENTS 6 hrs <ul style="list-style-type: none"> • SPCH 1315 or SPCH 1318 or SPCH 1321 AND <ul style="list-style-type: none"> • EDUC 1300 – First Year Seminar Major Course Requirements (18 hrs) All students will take <ul style="list-style-type: none"> • COMM 1336 Television Production I • COMM 2311 News Gathering & Writing I • ARTC 1325 Introduction to Computer Graphics Students will be advised on the additional 9 hours from the following list based on area of interest and requirements of transfer university. <ul style="list-style-type: none"> • COMM 1318: Photography I • COMM 1337: Television Production II • COMM 2303: Radio Production I • COMM 2326: Practicum in Electronic Media • COMM 2315: News Gathering and Writing II • COMM 2332: Radio/Television News • COMM 2330: Intro to Public Relations • COMM 2339: Writing for Electronic Media • COMM 2327: Intro to Advertising • COMM 2305: Editing and Design • RTVB 1150 Radio Experience (1 hr) may be taken three times for the equivalent of one three credit course

Amarillo COLLEGE

MASS MEDIA

- ~~COMM 1337 TV Production~~
- ~~COMM 2303 Radio Production I~~
- ~~COMM 2339 Writing for Electronic Media~~
- ~~**Recommended Courses (3 semester hours)**~~
~~Students will be advised for other courses~~
~~based on the university to which they plan to~~
~~transfer~~

Curriculum Revision Request Form

Division: Arts & Sciences

Department / Program: Sports and Exercise Sciences (SES)

Prepared by: Craig Clifton

Request(s):

- A. Deactivate the Sports and Exercise Sciences – All Level PE (PHED.AS PE) degree
- B. Deactivate the Sports and Exercise Sciences- Secondary Coaching (PHED.AS.SES) degree
- C. Change the title of the the Sports and Exercise Sciences – Fitness Professional (PHED.AS) degree to Sports and Exercise Sciences (PHED.AS). Update the degree to include two options:
 - a. Education – Coach/Secondary Teacher
 - b. Personal and Group Trainer
- D. Include references to the Sports and Exercise Science degree under the Education and Physical Education sections of the catalog.

Rationale / Justification / Assessment Data:

- A. We have had very few students major in this degree(2-3 in the past 5 years). The demand for this degree is not enough to justify it.
- B. This degree will be an option in the modified degree referenced in item C above(Sports and Exercise Sciences (PHED.AS): Education – Coach/Secondary Teacher option).
- C. This change consolidates all of our degrees into one degree, with two degree options. This change will be more user- friendly. The degree will be easier for students and advisors to understand and find. This new degree plan is structured in a way that encourages students to graduate at AC instead of skipping classes that will not transfer and not graduate with the AS degree.
- D. This change also includes the new Core Curriculum Revisions.
- E. Including these references will allow students and advisors to find our degrees in the catalog easier. Many students and advisors look for our degrees under Physical Education. Also, many students who want to coach/teach are only aware of the Education degree plans. They are not aware that there is a degree plan specifically for teachers who want to coach.
- F. In many cases, there are one to two more classes that students can take at AC that will transfer. This change will lead students to a degree track that allows them to take more required classes at AC and take classes specific to their interest in coaching.

Effects of Revisions:

A. Faculty & Staff Requirements: None

B. Equipment/Facility Requirements: None

C. Location: N/A

D. Income projections: N/A

Effective Term: Fall 2014

Curriculum Revision Request

CURRENT	PROPOSED
<p>Sports and Exercise Sciences - Fitness Professional (A.S.)</p> <p>Program Advisor: Craig Clifton, 371-5299 (cbclifton@actx.edu) or contact Margie Vitale, 371-5079 (mevitale@actx.edu)</p> <p>Associate in Science Major Code - PHED.AS</p> <p>The SES Fitness Professional curriculum provides basic courses for entering the workforce as a Personal Trainer or Group Exercise Leader. It also provides basic courses for the first two years of a four-year curriculum leading to a Bachelor of Science degree. Students working towards a Bachelor's degree should plan their program to match the specific requirements of the senior institution of choice. Programs differ significantly. Students must consult with the major advisor for course selection.</p> <p><u>General Education Requirements (42 Semester Hours)</u></p> <p>Communication - 9 Hours</p> <ul style="list-style-type: none"> • Speech • ENGL 1301 - Composition I • ENGL 1302 - Composition II <p>Social/Behavioral Sciences - 15 Hours</p> <ul style="list-style-type: none"> • GOVT 2305 - United States Government • GOVT 2306 - Texas Government • HIST 1301 - United States History I • HIST 1302 - United States History II • PHED 1304 - Concepts of Healthful Living <p>Humanities - 3 Hours</p> <p>Fine Arts - 3 Hours</p> <p>Mathematics - 3 Hours</p> <p>Natural Sciences - 8 Hours</p> <p>Lifetime Fitness - 1 Hour</p>	<p>Sports and Exercise Sciences(A.S.)</p> <p>Options:</p> <ul style="list-style-type: none"> • Education- Coach/Teacher(Secondary) • Personal and Group Trainer <p>Program Advisors: Craig Clifton, 371-5299 (cbclifton@actx.edu) Margie Vitale, 371-5079 (mevitale@actx.edu)</p> <p>Associate in Science Major Code – PHED.AS</p> <p>The Sports and Exercise Sciences(SES) curriculum provides basic courses for the first two years of a four-year curriculum leading to a Bachelor's degree in <i>Coaching/Teaching, Health Fitness Specialist and other related degrees required for employment in Education and in the Health and Fitness Industry.</i></p> <p>It also provides courses for immediate entry into the workforce as a <i>Personal Trainer, Group Fitness Trainer, Sports Official, and other related professions.</i> <u>Students should choose the degree option that best meets their educational objectives.</u> Students working towards a Bachelor's degree should plan their program to match the specific requirements of the senior institution of choice. Programs differ significantly. Students must consult with the major advisor for course selection.</p> <p><u>GENERAL EDUCATION REQUIREMENTS (42 Semester Hours)</u></p> <p><i>Communication – 6 Hours</i></p> <p>ENGL 1301 – Composition I ENGL 1302 – Composition II or ENGL 2311 – Technical and Business Writing</p> <p><i>Mathematics – 3 Hours</i></p> <p><i>Life and Physical Sciences – 6 Hours</i></p> <p><i>Language, Philosophy & Culture – 3 Hours</i></p> <p><i>Creative Arts – 3 Hours</i></p> <p><i>Government – 6 Hours</i></p> <p>GOVT 2305 – United States Government GOVT 2306 – Texas Government</p> <p><i>History – 6 Hours</i></p> <p>HIST 1301 – United States History I HIST 1302 –United States History II</p> <p><i>Social Behavioral Sciences – 3 Hours</i></p> <p>PHED 1304 – Concepts of Healthful Living</p>

Institutional Requirements – 6 Hours

Speech – 3 hours

AND

EDUC 1300 – First Year Seminar

MAJOR OPTIONS (20 Semester Hours)

**Education- Coach/Teacher(Secondary) Option
(20 Semester Hours)**

The Secondary Coach/Teacher curriculum is primarily for students who are seeking to coach and teach in grades 8 - 12. This option fulfills the first two years of a four-year curriculum leading to a Bachelor's degree.

Major Course Requirements (6 Semester hours)

- EDUC 1301 - Introduction to the Teaching Profession
- EDUC 2301 – Introduction to Special Populations

Recommended Courses – 12 Hours

Students will be advised based on the university to which they plan to transfer. Possible courses include the following:

- PHED 1301 – Introduction to Physical Fitness and Sport
- PHED 1308 – Sports Official Certification (choose a sport)
- PHED 1101 – Lifetime Fitness

**Personal and Group Trainer Option
(20 Semester Hours)**

This option is designed to prepare students to become personal trainers and group trainers. Upon completion, students will be prepared for employment as a personal trainer and group trainer. Certification through the National Strength and Conditioning Association(NSCA) and Aerobics and Fitness Association of America(AFAA) are optional.

Major Course Requirements(20 Semester hours)

- PHED 1301 – Introduction To Physical Fitness and Sport
- PHED 1271 – Personal and Group Trainer Certification
- PHED 1123 – Personal and Group Trainer Certification Lab
- PHED 1125 – Personal and Group Trainer Internship
- PHED 1306 – Standard First Aid and CPR Training
- BIOL 2401 – Human Anatomy and Physiology I
- PHED 1101 – Lifetime Fitness
- Any Three activity classes PHED 1102 - 2128

Major Options (22 Semester Hours)

Student should complete one of the following options.

Personal Training Option (22 Semester Hours)

This option is designed to prepare students to become certified personal trainers through the National Strength and Conditioning Association(NSCA) as well as give them opportunities to begin work in the health and fitness industry while achieving an associate degree in Personal Training.

- Any three PHED courses
- BIOL 2401 - Human Anatomy and Physiology I
- BIOL 2402 - Human Anatomy and Physiology II
- PHED 1101 - Lifetime Fitness
- PHED 1123 - Personal Trainer Precertification Lab
- PHED 1125 - Personal Trainer Precertification Internship
- PHED 1271 - Personal Trainer Precertification
- PHED 1301 - Introduction to Physical Fitness and Sport
- PHED 1306 - Standard First Aid and CPR Training

Group Exercise Leader Option (22 Semester Hours)

This option is designed to prepare students to become certified group exercise leaders through the Aerobics and Fitness Association of America (AFAA) as well as give them opportunities to begin work in the health and fitness industry while achieving an associate degree in Group Exercise.

- Any three PHED courses
- BIOL 2401 - Human Anatomy and Physiology I
- BIOL 2402 - Human Anatomy and Physiology II
- PHED 1101 - Lifetime Fitness
- PHED 1126 - Group Exercise Leader Precertification Lab
- PHED 1127 - Group Exercise Leader Internship
- PHED 1272 - Group Exercise Leader Precertification
- PHED 1301 - Introduction to Physical Fitness and Sport
- PHED 1306 - Standard First Aid and CPR Training

Total (64 Semester Hours)

TOTAL SEMESTER HOURS (62)

Curriculum Revision Request Form

Division: Arts and Sciences

Department/Program: Communications and Theatre/Theatre Arts

Prepared by: A. Ray Newburg, Jr.

Request(s): Revision—Theatre Arts A.S.

- a. Add **SPCH 1321—Interpersonal Communication** as an option with **SPCH 1315—Public Speaking** for General Education Requirement under Communication
- b. Remove **DRAM 1310—Introduction to Theatre** from Theatre Arts major's General Education Requirements. Course to be replaced with **DRAM 1351—Acting I** becoming a Theatre Arts major's General Education Requirement for Creative Arts (being switched from Major Course Requirements where it is currently required).
- c. Remove **DRAM 2121—Theatre Practicum** from Major Course Requirements

Rationale/Justification/Assessment Data:

- a. Revision offers an additional option to student while satisfying **Communication** requirement.
- b. Revision provides an opportunity to align the A.S. curriculum with the primary transfer schools chosen by the students pursuing a four-year degree in Theatre Arts.
- c. Revision removes a requirement that historically does not transfer to four-year institutions.

Effects of Revisions:

- a. **Faculty & Staff Requirements:** None within the program
- b. **Equipment/Facility Requirements:** None within the program
- c. **Location:** None within the program
- d. **Income projections:** Negligible contact-hour reduction

Effective Term: 2014-2015

THEATRE ARTS A.S.

CURRENT

GENERAL EDUCATION REQUIREMENTS (42 Semester Hours)

Communication—9 Hours

ENGL 1301—Composition I
ENGL 1302—Composition II
SPCH 1315—Public Speaking

Social/Behavioral Sciences—15 Hours

3 semester hours—Social/Behavioral Science
from the General Education Course List
HIST 1301—United States History I
HIST 1302—United States History II
GOVT 2305—United States Government
GOVT 2306—Texas Government

Humanities—3 Hours

3 Semester Hours—English Literature course from
the General Education Course List

Fine Arts—3 Hours

~~DRAM 1310—Introduction to Theatre Arts~~

Mathematics—3 Hours

3 Semester Hours—Mathematics course from the
General Education Course List

Natural Sciences—8 Hours

8 Semester Hours—Natural Science courses from
the General Education Course List

Lifetime Fitness—1 Hour

1 Semester Hour—Lifetime Fitness course from
The General Education Course List

MAJOR COURSE REQUIREMENTS (22 Semester Hours)

DRAM 1120—Theatre Practicum
DRAM 1121—Theatre Practicum
DRAM 1322—Stage Movement
DRAM 1330—Stagecraft I
~~DRAM 1351—Acting I~~
DRAM 1352—Acting II
DRAM 2120—Theatre Practicum
~~DRAM 2121—Theatre Practicum~~
DRAM 2336—Voice for the Theatre

and one (1) of the following:

DRAM 1341—Stage Makeup
DRAM 1342—Introduction to Costuming
DRAM 2331—Stagecraft II

PROPOSED

GENERAL EDUCATION REQUIREMENTS (42 Semester Hours)

Communication—6 Hours

ENGL 1301—Composition I
ENGL 1302—Composition II

Mathematics—3 Hours

3 Semester Hours—Mathematics course from the
General Education Course List

Life and Physical Sciences—6 Hours

6 Semester Hours—Life and Physical Science
courses from the General Education
Course List

Creative Arts—3 Hours

DRAM 1351—Acting I

Government—6 Hours

GOVT 2305—United States Government
GOVT 2306—Texas Government

History—6 Hours

HIST 1301—United States History I
HIST 1302—United States History II

Social/Behavioral Sciences—3 Hours

3 semester hours—Social/Behavioral Science
from the General Education Course List

Institutional Requirements—6 Hours

Speech Requirement:

SPCH 1315—Public Speaking

or

SPCH ~~1321~~ ¹³¹⁸—Interpersonal Communication

First Year Seminar Requirement:

EDUC 1300—First Year Seminar

or

EDUC 1200—First Year Seminar plus...

EDUC 1164—Fitness and Wellness

MAJOR COURSE REQUIREMENTS (18 Semester Hours)

DRAM 1120—Theatre Practicum
DRAM 1121—Theatre Practicum
DRAM 1322—Stage Movement
DRAM 1330—Stagecraft I
DRAM 1352—Acting II
DRAM 2120—Theatre Practicum
DRAM 2336—Voice for the Theatre

and one (1) of the following:

DRAM 1341—Stage Makeup
DRAM 1342—Introduction to Costuming
DRAM 2331—Stagecraft II

64 TOTAL SEMESTER HOURS

60 TOTAL SEMESTER HOURS

Curriculum Revision Request Form

Division: Health Sciences

Department / Program: Associate Degree Nursing Program

Prepared by: Sheryl Mueller

Request(s):

- A. Remove BIOLOGY 2421, Microbiology for Science Majors from the ADN Program curriculum.
Replace BIOLOGY 2421 with BIOLOGY 2420, Microbiology for Non-Science Majors.

Rationale / Justification / Assessment Data:

- A. The course description in BIOLOGY 2420 more closely aligns with content and concepts that nursing students will need to care for patients including but not limited to an understanding of:
(1) microorganisms that lead to disease processes, (2) public/community health, (3) immunology, and (4) prevention of disease in food preparation.
- B.

Effects of Revisions:

A. Faculty & Staff Requirements: NONE

B. Equipment/Facility Requirements: NONE

C. Location: Washington Street Campus

D. Income projections: NONE

Effective Term: Fall 2014

CURRENT

General Education Requirements (27 Semester Hours)

Communication - 6 Hours

Speech*

ENGL 1301 - Composition I

Humanities* - 3 Hours

Mathematics/Natural Sciences - 15 Hours

BIOL 2401 - Human Anatomy and Physiology I

BIOL 2402 - Human Anatomy and Physiology II

~~BIOL 2421 - Microbiology for Science Majors~~

MATH 1332 - Contemporary Mathematics I

(or any college level Mathematics course)

Social/Behavioral Sciences - 3 Hours

PSYC 2301 - General Psychology

Related Required Course (3 Semester Hours)

HITT 1305 - Medical Terminology I

Major Course Requirements (42 Semester Hours)

RNSG 1105 - Nursing Skills I

RNSG 1110 - Introduction to Community-Based Nursing

RNSG 1115 - Health Assessment

RNSG 1209 - Introduction to Nursing

RNSG 1247 - Concepts of Clinical Decision Making I

RNSG 1248 - Concepts of Clinical Decision Making II

RNSG 1251 - Care of the Childbearing Family

RNSG 1260 - Clinical-Care of the Childbearing Family

RNSG 1263 - Clinical-Concepts of Clinical Decision Making I

RNSG 1301 - Pharmacology

RNSG 1331 - Principles of Clinical Decision Making

RNSG 1362 - Clinical-Principles of Clinical Decision Making

RNSG 2161 - Clinical-Mental Health Nursing

RNSG 2163 - Clinical-Community Based Nursing

RNSG 2201 - Care of Children and Families

RNSG 2213 - Mental Health Nursing

RNSG 2221 - Professional Nursing: Leadership and Management

RNSG 2231 - Advanced Concepts of Adult Health

RNSG 2260 - Clinical-Care of Children and Families

RNSG 2261 - Clinical-Concepts of Clinical Decision Making II

RNSG 2262 - Clinical-Advanced Concepts of Adult Health

RNSG 2263 - Clinical-Professional Nursing: Leadership and Management

Total (72 Semester Hours)

PROPOSED

General Education Requirements (27 Semester Hours)

Communication - 6 Hours

Speech*

ENGL 1301 - Composition I

Humanities* - 3 Hours

Mathematics/Natural Sciences - 15 Hours

BIOL 2401 - Human Anatomy and Physiology I

BIOL 2402 - Human Anatomy and Physiology II

BIOL 2420 - Microbiology for Non-Science Majors

MATH 1332 - Contemporary Mathematics I

(or any college level Mathematics course)

Social/Behavioral Sciences - 3 Hours

PSYC 2301 - General Psychology

Related Required Course (3 Semester Hours)

HITT 1305 - Medical Terminology I

Major Course Requirements (42 Semester Hours)

RNSG 1105 - Nursing Skills I

RNSG 1110 - Introduction to Community-Based Nursing

RNSG 1115 - Health Assessment

RNSG 1209 - Introduction to Nursing

RNSG 1247 - Concepts of Clinical Decision Making I

RNSG 1248 - Concepts of Clinical Decision Making II

RNSG 1251 - Care of the Childbearing Family

RNSG 1260 - Clinical-Care of the Childbearing Family

RNSG 1263 - Clinical-Concepts of Clinical Decision Making I

RNSG 1301 - Pharmacology

RNSG 1331 - Principles of Clinical Decision Making

RNSG 1362 - Clinical-Principles of Clinical Decision Making

RNSG 2161 - Clinical-Mental Health Nursing

RNSG 2163 - Clinical-Community Based Nursing

RNSG 2201 - Care of Children and Families

RNSG 2213 - Mental Health Nursing

RNSG 2221 - Professional Nursing: Leadership and Management

RNSG 2231 - Advanced Concepts of Adult Health

RNSG 2260 - Clinical-Care of Children and Families

RNSG 2261 - Clinical-Concepts of Clinical Decision Making II

RNSG 2262 - Clinical-Advanced Concepts of Adult Health

RNSG 2263 - Clinical-Professional Nursing: Leadership and Management

Total (72 Semester Hours)

Curriculum Revision Request Form

Division: Health Sciences

Department / Program: Associate Degree Nursing Program

Prepared by: Sheryl Mueller

Request(s):

- B. Increase student semester fees from \$155.00 to \$166.00 as required by Elsevier (HESI/Evolve).

Rationale / Justification / Assessment Data:

- C. The Associate Degree Nursing Program requires students in each classroom course to complete virtual tutorial programs and practice exams that reinforce classroom didactic instruction. Students also take an Evolve standardized exam during the semester that serves as a benchmark for them to engage in self-directed remediation with faculty guidance. In essence, students are engaged in remediation during the program to help prepare them to be successful on NCLEX-RN, which is the national exam for registered nurse licensure.

Effects of Revisions:

A. Faculty & Staff Requirements: NONE

B. Equipment/Facility Requirements: NONE

C. Location: West Campus

D. Income projections: NONE

Effective Term: Fall 2014

Curriculum Revision Request Form

Examples:

Course Revision
Program Revision
New Course

Division: Health Science Division

Department / Program: Clinical Medical Assistant Program

Prepared by: Mark E. Rowh/Dean, Health Science Programs

Request: Add New Program to Amarillo College Inventory

- Course additions must include student learning outcomes
- Program changes/additions must include program goals

a.

b.

c.

d.

Rationale / Justification / Assessment Data:

The Clinical Medical Assistant Certificate Program is being developed as part of the Department of Labor Grant initiatives to stack or lattice healthcare programs, allowing students to enroll in programs, earn certificates of completion, then make relevant decisions to gain employment or make choices to continue educational pathways and earn livable wages.

The CMA program is a certificate program. It is an academic program within the Health Science Division, and all students declaring these programs must take HITT-1305 Medical Terminology and BIOL-2401 Human Anatomy and Physiology I as part of the career cluster requirements. This is beneficial to all students entering these programs, because students may change program majors and be able to transfer these courses from one program to the next.

Assessment data to consider implementation of the CMA Program is included on another page.

Effects of Revisions: Provides students opportunities to enter another pathway into health care

- A. Faculty & Staff Requirements: Adjunct Faculty
- B. Equipment/Facility Requirements: Nursing Resource Center
- C. Location: West Campus Jones Hall
- D. Income projections: To be determined

Effective Term: Fall 2014

Print

MDCA-1164-Practicum (or Field Experience) Medical/Clinical Assistant (1 semester hour, 112 contact hours) CIP Code Description 51.0801

Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

*Prac
Med
Prac*

MDCA-1348-Pharmacology and Administration of Medications (3 semester hours, 2 lecture, 2 lab) CIP Code Description 51.0801 Lab Fees: \$24.00

Course Description: Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

End-of-Course Outcomes: Prepare, administer, and document oral and percutaneous medications; calculate drug dosages for administration by standard routes for adult and pediatric patients; demonstrate inventory handling and storage; and adhere to governmental health care guidelines and biohazard protocols.

**MDCA-1317-Procedures in a Clinical Setting (2 semester hours, 2 lab)
CIP Code Description: 51.0801 Lab Fees: \$24.00**

Course Description: Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

End-of-Course Outcomes: Assist with routine and specialty office examinations and procedures including inventory control; perform medical and surgical asepsis and sterile techniques appropriate in ambulatory care settings; apply governmental health care guidelines; and respond to medical emergencies.

MDCA-1352-Medical Assistant Laboratory Procedures (3 semester hours, 2 lecture, 2 lab) CIP Code Description 51.0801 Lab Fees: \$24.00

Course Description: Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance, and quality control.

End-of-Course Outcomes: Demonstrate venipuncture and skin puncture technique; demonstrate compliance with Universal Standards and Precautions based on OSHA guidelines; perform CLIA- waived laboratory tests; label and handle all biologic specimens; use equipment including calibration, maintenance and troubleshooting; demonstrate quality assurance and quality control procedures.

MDCA-1210-Medical Assistant Interpersonal and Communication Skills (2 semester hours, 2 lecture) CIP Code Description 51.0801

Course Description: Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting.

End-of-Course Outcomes: Explain basic psychological principles and developmental stages of life; differentiate between verbal and non-verbal communication; identify behaviors that interfere with effective communication; identify elements of active listening; discuss the stages of grief; identify relationships among various health care professions; and describe and demonstrate professionalism of an effective health care worker.

(AC Catalog Information)

Clinical Medical Assistant Certificate

Program Advisor: Mark Rowh, 354-6070 (merowh@actx.edu) or contact Ernesto Olmos, 354-6007, (efolmos@actx.edu)

Certificate of Completion

Major Code-MDCA.CERT

Actx.edu/medical_assistant

This curriculum prepares the student as a Clinical Medical Assistant (MDCA).

The Medical Assistant program is designed to provide you with the necessary job skills and related technical information to work as an entry-level medical assistant in a medical facility. You learn to perform clerical functions such as: scheduling and receiving patients, obtaining and maintaining patient data, completing insurance forms, and arranging for hospital admission and laboratory services. Further, you learn medical transcription, telephone etiquette, billing, collection, and bookkeeping. You also learn the correct format for typing and keyboarding of letters, reports and manuscripts.

The clinical functions you learn to perform include: taking and recording vital signs and patient histories; performing height and weight measurements for infants through adults; screening for visual acuity and color vision acuity; assisting with examinations, treatments, and office surgery; collecting of specimens through venipuncture; and performing simple lab tests and electrocardiograms. You also learn about sterilization procedures, instruments and equipment, disposal procedures for contaminated supplies, patient preparation procedures for X-ray and laboratory examination, drawing blood, removing sutures, and performing basic first aid and CPR procedures.

Upon completion of this curriculum, a certificate will be awarded. The certificate award enables the student to sit for national certification exams.

A grade of C or higher is required for satisfactory completion of all courses in the curriculum.

To continue in the program, a student may repeat a course one time, and may repeat no more than two courses while enrolled in the program. The term repeat shall be interpreted to mean re-enrollment following withdrawal, drop or an unsatisfactory grade for a course.

A student seeking entry into the Clinical Medical Assistant program must file a specific program application and complete additional admission procedures. Application information is located on the MDCA Web site.

Students enrolled in the Clinical Medical Assistant Program will be charged a non-refundable fee of \$379.50 each semester for access to the online ATI learning system and ATI reviews modules to help them prepare for certification exams in both clinical and administrative courses.

General Education Requirements (10 semester hours)

Natural Sciences-4 hours

BIOL-2401-Human Anatomy and Physiology I

Related Required Courses-6 hours

HITT-1305-Medical Terminology I

BCIS-1305-Business Computer Applications

Major Course Requirements (22 hours)

MDCA-1321-Administrative Procedures

MDCA-1352-Medical Assistant Laboratory Procedures

POFM-1327-Medical Insurance

HPRS-1205-Essentials of Medical Law/Ethics for Health Professionals

MDCA-1210-Medical Assistant Interpersonal and Communication Skills

MDCA-1164-Practicum (or Field Experience) Medical/Clinical Assistant

MDCA-1348-Pharmacology and Administration of Medications

MDCA-1264-Practicum (or Field Experience) Medical/Clinical Assistant

MDCA-1317-Procedures in a Clinical Setting

Total (32 Semester Hours)

**Certification Form for New Associate of Applied Science Degree
and Certificate Programs
Texas Higher Education Coordinating Board**

Directions: An institution shall use this form to request a new associate of applied science degree or certificate program that meets all criteria for automatic approval in Coordinating Board Rules, Chapter 9, Subchapter E, Section 9.93.

Information: Contact the Division of Academic Affairs and Research at 512/427-6200 for more information.

Program Information

1. **Institution:** Amarillo College
2. **Program Name:** Clinical Medical Assistant
3. **Proposed CIP Code:** MDCA.CERT 51.0801
4. **Number of Required Semester Credit Hours (SCH):** 32 SCH
5. **Implementation Date:** Report the first semester and year that students would enter the program.
Fall 2014
6. **Contact Person:** Provide contact information for the person who can answer specific questions about the program.

Name: Mark E. Rowh
Title: Dean/Health Sciences
E-mail: merowh@actx.edu
Phone: 806-354-6070

Signature Page

I hereby certify that all of the following criteria have been met in accordance with the procedures outlined in Coordinating Board Rules, Chapter 9, Subchapter E, Section 9.93, and that recent documentation is available to support these criteria:

- (A) The program has institutional and governing board approval;
- (B) The institution has researched and documented current job market need for the program and/or that the program would lead to opportunities for further education;
- (C) There is recent evidence of both short-term and long-term student demand for the program;
- (D) Enrollment projections reflect student demand estimates to ensure the financial self-sufficiency of the program;

- (E) Basic and career technical/workforce skills have been integrated into the curriculum;
- (F) The institution has an enrollment management plan for the program;
- (G) The institution has or will initiate a process to establish articulation agreements for the program with secondary and/or senior level institutions;
- (H) The program is designed to be consistent with the standards of the Southern Association of Colleges and Schools Commission on Colleges of the Southern Association of Colleges and Schools, and with the standards of other applicable accrediting agencies, and is in compliance with appropriate licensing authority requirements;
- (I) The program would not unnecessarily duplicate existing programs at other institutions;
- (J) Representatives from private sector business and industry have been involved in the creation of the program through participation in an advisory committee;
- (K) Adequate funding is available to cover all new costs to the institution over the first five years after the implementation of the program;
- (L) New costs during the first five years of the program would not exceed \$2 million;
- (M) The institution has an improvement plan in place for all career technical/workforce programs that do not currently meet Board standards for both graduation and placement;
- (N) The appropriate Higher Education Regional Council has been notified in writing of the proposal for a new program;
- (O) Skill standards recognized by the Texas Skill Standards Board, if they exist for the discipline, have been reviewed and considered for inclusion in the curriculum for the program.

I understand that the Coordinating Board will update the program inventory for the institution if no objections to the proposed program are received during the 30-day public comment period.

J. Paul Mahoney 3-3-14
Chief Executive Officer Date

I hereby certify that the Governing Board has approved this program.

Date of Governing Board approval: 02-25-14

Donald L. Mahoney 2-5-14
Governing Board (or Designee) Date

- (A) Criteria met. The Board of Regents approved the new CMA program at the monthly meeting on February 25, 2014.
- (B) Criteria met. Employer focus group meetings were held on November 15, 2013. The West Texas Office of Evaluation and Research (WTER) provides external evaluation services for Amarillo College's Department of Labor Grant, Accelerated Career Pathways project. On November 15, 2013, WTER Associate Director Judy Kelley and Research Associate Kris Drumheller collected surveys and conducted a focus group to get employer perspectives about the proposed Clinical Medical Assistant Program. The participants were asked to first complete a survey followed by the focus group. This report first provides the responses to the survey in chart form and then offers highlights of the focus group based on the participant responses. Nine individuals representing six potential employers in the Panhandle area participated in the focus group and survey. Another four participants took the survey in whole or in part representing at least two additional potential employers. In addition, Texas Workforce Commission data was studied to document current job market needs. The program curriculum is designed to enable Clinical Medical Assistant graduates to further their education by entering the Licensed Vocational Nursing Program seamlessly and without barriers (career pathways approach).
- (C) Criteria met. The employer focus group meetings enabled evidence that the CMA program from Amarillo College will support a need to employ the CMA within medical offices and clinics.
- (D) Criteria met. The grant department at Amarillo College determined that employer demand will continue to support the CMA program within Amarillo and the outlying regional medical partners. Projected student cohorts of 20-25 students per year will ensure the financial self-sufficiency.
- (E) Criteria met. The curriculum is being designed to instill basic and career and technical workforce skills. The Department of Labor grant also requires the implementation of using online technology learning strategies, simulation to enhance skills within the patient care settings, and shall promote the use of soft skills for strengthening customer relations.
- (F) Criteria met. The fall 2014 cohort will consist of 20-25 students, and there is a plan to expand the program to regional communities by year two, or the DOL grant redesign year.
- (G) Criteria met. The Clinical Medical Assistant Program is designed so that graduates may enter the Licensed Vocational Nursing Program, continue on a pathway to enter the Associate Degree Nursing Program, and have pathways to pursue a Bachelor's Degree in Nursing. Articulation agreements are in place for West Texas State University, Texas Tech University, Western Governor's, etc.
- (H) Criteria met. The CMA program follows all aspects of the SACS-COC requirements, and the IER department has written to this accrediting body to support program compliance. In addition, the program is aligned with industry and licensing standards in order for graduates to sit for national certification exams.
- (I) Criteria met. The new Clinical Medical Assistant Program at Amarillo College is the only one offered at a community college in our area.
- (J) Criteria met. The program was developed after an advisory board or focus groups of local employers were invited to attend a meeting to identify local need. A list of focus group

attendees is retained for future reference. In addition, the program is being designed by curriculum consultants and curriculum specialists.

- (K) Criteria met. This program is a new budget item for the College, and the College is committed to its funding as approved by the Board of Regents meeting on November 15, 2014.
- (L) Criteria met. New costs of developing the program come from funds designated by the Department of Labor Grant. The program will sustain itself with a yearly budget of approximately \$80,000.00 each year.
- (M) Criteria met. This is a new program and graduation and placement data will be tracked for purposes of the DOL grant and subsequently program improvement strategies.
- (N) Criteria met. The Texas Co-Board received electronic notification of our intent to apply for this program after the Board of Regents approval on February 25, 2014.
- (O) Criteria met. This is a new program, and its development incorporates and includes specific skill sets to the Clinical Medical Assistant in preparation for national certification exams and life-long learning.

Curriculum Revision Request Form

Examples:

Course Revision
Program Revision
New Course

Division: Health Sciences

Department / Program: Medical Data Specialist

Prepared by: Judy Massie

Request: Update contact hours to meet WECM changes.

- Course additions must include student learning outcomes
- Program changes/additions must include program goals

a.

HITT 1341: Coding and Classification Systems

b.

HITT 1342: Ambulatory Coding

c.

HITT 2335: Coding and Reimbursement Methodologies

d.

Rationale / Justification / Assessment Data:

Update existing course minimum contact hours from 48 to 64 to meet WECM requirements for HITT 1341, HITT 1342, and HITT 2335. All 3 courses will have be 3 sem hrs; 3 lec 1 lab. This will help faculty to have additional time to work on student success in helping the students complete these courses.

Effects of Revisions:

- A. Faculty & Staff Requirements: None
- B. Equipment/Facility Requirements: None
- C. Location: None
- D. Income projections: Slight tuition increase due to 1 hour lab for each course.

Effective Term: Spring 2014

Print

Current Course Descriptions

Proposed Course Descriptions

HITT 1341 – Coding and Classification Systems

Prerequisites / Corequisite

Prerequisites: HITT 1305, MDCA 1302 and BIOL 2401

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

End-of-Course Outcomes:

Apply nomenclatures and classification systems and assign codes.

Hours (3 sem hrs; 3 lec)

HITT 2335 – Coding and Reimbursement Methodologies

Prerequisites / Corequisite

Prerequisites: HITT 1341

Advanced coding techniques with emphasis on case studies, health records and federal regulations regarding prospective payment systems and methods of reimbursement.

End-of-Course Outcomes:

Sequence codes according to established guidelines and standards; and apply reimbursement methodologies.

Hours (3 sem hrs; 3 lec)

HITT 1342 – Ambulatory Coding

Fundamentals of ambulatory coding rules, conventions, and guidelines.

End-of-Course Outcomes: Apply nomenclatures and classification systems and assign codes.

Hours (3 sem hrs; 3 lec)

HITT 1341 – Coding and Classification Systems

Prerequisites / Corequisite

Prerequisites: HITT 1305, MDCA 1302 and BIOL 2401

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

End-of-Course Outcomes:

Apply nomenclatures and classification systems and assign codes.

Hours (3 sem hrs; 3 lec, 1 lab)

HITT 2335 – Coding and Reimbursement Methodologies

Prerequisites / Corequisite

Prerequisites: HITT 1341

Advanced coding techniques with emphasis on case studies, health records and federal regulations regarding prospective payment systems and methods of reimbursement.

End-of-Course Outcomes:

Sequence codes according to established guidelines and standards; and apply reimbursement methodologies.

Hours (3 sem hrs; 3 lec, 1 lab)

HITT 1342 – Ambulatory Coding

Fundamentals of ambulatory coding rules, conventions, and guidelines.

End-of-Course Outcomes: Apply nomenclatures and classification systems and assign codes.

Hours (3 sem hrs; 3 lec, 1 lab)