

CURRICULUM COMMITTEE
October 24, 2014
Minutes

Present: Diane Brice, Claudie Biggers, Susan Burks, Tamara Clunis, Kim Davis, Kristin Edford, Kim Hays, Alan Kee, Jerry Moller, Carol Moore, Delila Paredes, Kelly Prater, Richard Pullen, Tamra Rocsko, Mark Rowh, Randall Sims and Kathy Wetzel

Absent: Dan Ferguson, Lyndy Forrester, Matthew Goodman, Kristin McDonald-Willey and Jason Norman

Others Present: Frank Sobey, Sheree Talkington

HEALTH SCIENCES

Emergency Medical Services Professions

Doug Adcock submitted a request to add the following courses to the course inventory:

- **EMSP 1266: Practicum – Field Experience I**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.
(2 sem hr, 9 field experience)
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 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.
- **EMSP 2167: Practicum – Field Experience II**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.
(1 sem hr; 9 field experience)
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 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.
- **EMSP 2205: EMS Operations**
Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.

(2 sem hrs; 2 lec)

Learning outcomes:

- Identify principles of EMS Operations
- Describe management of routine and specialized incidents.
- EMSP 2237: Emergency Procedures
Application of emergency medical procedures. This course was designed to be repeated multiple times to improve student proficiency.

(2 sem hrs; 4 lab)

Learning Outcomes:

- Integrate theory and reinforce skills introduced in other courses
- Demonstrate comprehensive problem-solving techniques.
- EMSP 2262: Clinical I
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

(2 sem hrs; 9 clinic)

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 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.
- EMSP 2263: Clinical II
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

(2 sem hrs; 9 clinic)

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 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.

Update the following courses:

- EMSP 1438: Introduction to Advanced Practice
(4 sem hrs; 3 lec, ~~3 lab~~ 4 lab)
- EMSP 1455: Trauma Management
(4 sem hrs; 3 lec, ~~3 lab~~ 4 lab)

- EMSP 1456: Patient Assessment and Airway Management
(4 sem hrs; 3 lec, ~~3-lab~~ 4 lab)
- EMSP 2430: Special Populations
(4 sem hrs; 3 lec, ~~3-lab~~ 4 lab)
- EMSP 2434: Medical Emergencies
(4 sem hrs; 3 lec, ~~3-lab~~ 4 lab)
- EMSP 2444: Cardiology
(4 sem hrs; 3 lec, ~~3-lab~~ 4 lab)
- EMSP 2458: Critical Care Paramedic

Delete the following courses:

- EMSP 2248: Emergency Pharmacology
- EMSP 2266: Field Experience I
- EMSP 2267: Practicum – Field Experience II
- EMSP 2338: EMS Operations

Make the following changes to the Emergency Medical Services Professions (EMSP.AAS) degree requirements:

- Add the following statements to the program description:
 - Pursuant to Texas Administrative Code, Title 25, Part 1, Chapter 157, subchapter C, Rule §157.32 (3) (C) and Rule §157.32 (4) (C); **only students currently possessing a National Registry and/or Texas Department of State Health Services EMT, EMT-1 or AEMT certifications may apply.**
 - A student seeking admission into any EMSP course other than EMSP 1501, EMSP 1163 or EMSP 1438 must file a specific program application form and/or complete additional course/program admission requirements prior to course enrollment. Information is available on the EMSP website.
- Delete the following courses:
 - EMSP 1163: Clinical
 - EMSP 1501: Emergency Medical Technician – Basic
 - EMSP 2248: Emergency Pharmacology
 - EMSP 2266: Practicum/Field Experience I
 - EMSP 2267: Practicum/Field Experience II
 - EMSP 2338: EMS Operations
 - HITT 1305: Medical Terminology
- Add the following courses:
 - EMSP 1266: Practicum/Field Experience I
 - EMSP 2167: Practicum/Field Experience II
 - EMSP 2205: EMS Operations
 - EMSP 2237: Emergency Procedures
 - EMSP 2262: Clinical I
 - EMSP 2263: Clinical II

- Reduce the program total from 70 to 60 semester hours

Hays moved, seconded by Pullen to approve the changes to the Emergency Medical Services Professions program. The motion carried.

Occupational Therapy Assisting

Sheree Talkington submitted a request to add the following courses to the course inventory:

- OTHA 2309: Mental Health in Occupational Therapy
Prerequisite: OTHA 1415
Promotion of mental health and wellness through occupational therapy. Topics include theory and intervention strategies to enhance occupational performance.
(3 sem hrs; 2 lec, 2 lab)
Learning Outcomes:
 - Apply frames of reference
 - Facilitate group processes
 - Identify occupational therapy assessment strategies
 - Explain psychiatric diagnoses based on the Diagnostic and Statistical Manual (DSM)
 - Implement occupation-based interventions
- OTHA 1241: Occupational Performance from Birth to Adolescence
Corequisite: OTHA 1415
Occupational performance of newborns through adolescents. Includes frames of reference, evaluation tools and techniques, and intervention strategies.
(2 sem hrs; 1 lec, 4 lab)
Learning Outcomes:
 - Identify components of health and wellness develop adaptations for age appropriate occupations
 - Identify the client factors that affect occupational performance
 - Demonstrate skills in the evaluation process
 - Select intervention strategies to facilitate occupational performance.
- OTHA 1249: Occupational Performance of Adulthood
Prerequisite: OTHA 1415
Occupational performance of adults. Includes frames of reference, evaluation tools and techniques, and intervention strategies.
(2 sem hrs; 1 lec, 4 lab)
Learning Outcomes:
 - Identify components of health and wellness
 - Develop adaptations for age appropriate occupations
 - Identify the client factors that affect occupational performance
 - Demonstrate skills in the evaluation process
 - Select intervention strategies to facilitate occupational performance.
- OTHA 1253: Occupational Performance for Elders
Prerequisite: OTHA 1249

Occupational performance of elders. Includes frames of reference, evaluation tools and techniques, and intervention strategies.

(2 sem hrs; 1 lec, 4 lab)

Learning Outcomes:

- Identify components of health and wellness and function
- Develop adaptations for age appropriate occupations
- Identify the client factors that affect occupational performance
- Demonstrate skills in the evaluation process
- Select intervention strategies to facilitate occupational performance
- OTHA 2301: Pathophysiology in Occupational Therapy
Prerequisite: OTHA 1241
Pathology and general health management of diseases and injuries across the lifespan encountered in occupational therapy treatment settings. Includes etiology, symptoms, and the client's physical and psychological reactions to disease and injury.
(3 sem hrs; 2 lec, 2 lab)
Learning Outcomes:
 - Identify characteristics of diseases and conditions
 - Identify the effects of diseases and conditions on occupational performance
 - Identify occupation-based interventions
- OTHA 2405: Therapeutic Interventions II
Prerequisite: OTHA 1249
Emphasis on current rehabilitative interventions.
(4 sem hrs; 3 lec, 3 lab)
Learning Outcomes:
 - Utilize strategies to enhance occupational performance
 - Assess interventions to achieve the established goals
- OTHA 2402: Therapeutic Use of Occupations II
Prerequisite: OTHA 1241
Emphasis on advanced techniques and applications used in traditional and non-traditional practice settings.
(4 sem hrs; 3 lec, 2 lab)
Learning Outcomes
 - Prioritize techniques for planning, selecting and implementing occupations or activities for specific populations
 - Teach compensatory strategies to enhance occupational performance
 - Implement safety in practice
 - Generate advanced documentation

Make the following changes to the Occupational Therapy Assistant AAS (OTHA.AAS) degree:

- Remove the following courses:
 - PSYC 2301: General Psychology
 - Mathematics
 - BIOL 2402: Human Anatomy & Physiology II

- HITT 1305: Medical Terminology I
- OTHA 1160: Clinical I
- OTHA 1161: Clinical II
- OTHA 2262: Clinical III
- OTHA 1349: Occupational Performance of Adulthood
- OTHA 1353: Occupational Performance for Elders
- OTHA 1341: Occupational Performance from Birth to Adolescence
- OTHA 2201: Pathophysiology in Occupational Therapy
- OTHA 2331: Physical Function in Occupational Therapy
- OTHA 2302: Therapeutic Use of Occupations II
- Add the following courses:
 - PSYC 2319: Social Psychology
 - OTHA 1249: Occupational Performance of Adulthood
 - OTHA1253: Occupational Performance for Elders
 - OTHA 1241: Occupational Performance from Birth to Adolescence
 - OTHA 2301: Pathophysiology in Occupational Therapy
 - OTHA 2402: Therapeutic Use of Occupations II
- Reduce the program total from 72 to 60 semester hours

Because of a request for a specific Social/Behavioral request Davis moved, seconded by Brice to table the changes to the Occupational Therapy Assistant program. The motion carried.

Sonography

Kerri Montgomery submitted a request to add the following courses to the course inventory:

- DMSO 1160: Clinical

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

(1 sem hr; 3 clinic)

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 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
- DMSO 2253: Sonography of Superficial Structures

Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection and scanning protocols.

(2 sem hrs; 2 lec)

Learning Outcomes:

- Identify sonographic appearance of normal and abnormal superficial structures
- Identify appropriate scanning technique using standard protocol guidelines
- Evaluate patient history and laboratory data as it relates to sonography
- DMSO 1110: Introduction to Sonography
An introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication and professional issues relating to registry, accreditation, professional organizations and history of the profession.
(1 sem hr; 1 lec)
Learning Outcomes:
 - Describe the historical development of ultrasound
 - List related professional organizations
 - Identify registry and lab accreditation requirements and process
 - Discuss clinical practice guidelines for sonographers
 - Explain medical, legal and ethical aspects of the profession.

Update the following course titles:

- DMSO 1166: Practicum
- DMSO 1167: Practicum
- DMSO 1266: Practicum
- DMSO 1267: Practicum
- DMSO 2166: Practicum
- DMSO 2266: Practicum
- DMSO 2267: Practicum

Make the following changes to the Sonography AAS (SONO.AAS):

- Delete the following courses:
 - DMSO 1166: Practicum I
 - DMSO 1210: Introduction to Sonography
 - DMSO 1342: Intermediate Ultrasound Physics
 - DMSO 2166: Practicum V
 - DMSO 2267: Practicum VI
- Add the following courses:
 - DMSO 1160: Clinical
 - DMSO 1110: Introduction to Sonography
 - DMSO 1267: Practicum
- Reduce program total from 65 to 60 semester hours

Burks moved, seconded by Pullen to approve the changes to the Sonography program. The motion carried.

LIBERAL ARTS
English

Frank Sobey submitted a request to add the following prerequisite to all sophomore literature courses:

Prerequisite: ENGL 1302 or ENGL 2311 – minimum grade of C or Department Chair consent

The prerequisite is attached to the following courses:

- ENGL 2322: British Literature I
- ENGL 2323: British Literature II
- ENGL 2326: American Literature
- ENGL 2331: Non-Western World Literature
- ENGL 2332: World Literature I
- ENGL 2333: World Literature II
- ENGL 2341: Selected Studies in Literature

Hays moved, seconded by Edford to approve the prerequisite addition to the sophomore literature courses. The motion carried.

Frank Sobey submitted a request to make the following changes to the English (ENGL.AA) degree:

- Update the Major Course Requirements
 - Complete ~~6~~ 2 courses from the following:
 - ~~ENGL 2307: Creative Writing~~
 - ~~ENGL 2311: Technical and Business Writing~~
 - ENGL 2322: British Literature I
 - ENGL 2323: British Literature II
 - ENGL 2326: American Literature
 - ENGL 2331: Non-Western World Literature
 - ENGL 2332: World Literature I
 - ENGL 2333: World Literature II
 - ENGL 2341: Selected Studies in Literature
- Add the following to the Major Course Requirements:
 - Complete any 4 courses from the following:
 - ENGL 2307: Creative Writing
 - ENGL 2311: Technical and Business Writing
 - ENGL 2322: British Literature I
 - ENGL 2323: British Literature II
 - ENGL 2326: American Literature
 - ENGL 2331: Non-Western World Literature
 - ENGL 2332: World Literature I
 - ENGL 2333: World Literature II
 - ENGL 2341: Selected Studies in Literature
 - Any modern language class
 - And Language, Philosophy & Culture class

- EDUC 1301: Introduction to the Teaching Professions
- EDUC 2301: Introduction to Special Populations

Burks moved, seconded by Edford to approve the updates to the ENGL.AA degree. The motion carried.

Music

Steve Weber submitted a request to add the following course to the course inventory:

- MUSI 2389: Academic Cooperative/Advanced Electronic Music
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of music.
(3 sem hours; 3 lec)
Learning Outcomes:
 - To establish the concepts and command of sound production essentials
 - Demonstrate the ability to use standard software packages in order to meet the needs of the audio recording professional
 - Learn and implement the techniques for live audio recording, including, but not limited to, microphone placement, cable running, sound checks/leveling and live acoustics
 - Learn and demonstrate proper techniques of studio recording and audio production
 - Study of live and multi-track recording, production, editing, mixing, mastering, non-linear recording and editing, SMPTE synchronization, MIDI (Musical Instrument Digital Interface), electronics, acoustics, computer programming, multimedia and audio for video

Edford moved, seconded by Kee to approve the addition of MUSI 2389. The motion carried.

STEM Office Administration

Gay Mills submitted a request to add the following course to the course inventory:

- POFT 2303: Speed & Accuracy Building
Prerequisite: Basic keyboarding skills
Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy. This course is designed to be repeated multiple times to improve student proficiency.
(3 sem hrs; 3 lec, 1 lab)
Learning Outcomes:
 - Demonstrate increased keyboarding speed and accuracy
 - Key by touch, using appropriate technique.

- Key selected practice lessons to correct and achieve gains in speed and accuracy.
- Increase speed from course entry rate (words per minute increase as designated by instructor).
- Increase accuracy from course entry rate (errors allowed as designated by instructor).
- Practice proofreading techniques.

A request to make the following changes to the Office Administration AAS (OFAD.AAS) degree:

- Delete the following courses from the Major Course Requirements:
 - ACNT 1303: Introduction to Accounting I
 - BMGT 1382: Cooperative Education
 - HRPO 1311: Human Relations
 - POFT 2203: Speed and Accuracy Building
 - POFT 2312: Business Correspondence & Communication
- Add the following course to the Major Course Requirements:
 - POFT 2303: Speed and Accuracy Building
- Delete the following courses from the Administrative Professional Option:
 - POFI 1204: Computer Fundamentals
 - POFT 1319: Records and Information Management I
 - POFT 1345: Shorthand/Notetaking I
- Add the following courses to the Administrative Professional Option:
 - ACNT 1303: Introduction to Accounting I
 - POFT 1349: Administrative Office Procedures II
 - POFT 2312: Business Correspondence & Communication
- Delete the following courses from the Legal Office Administrative Professional Option:
 - POFI 1204: Computer Fundamentals
 - POFT 1345: Shorthand/Notetaking I
- Add the following courses to the Legal Office Administrative Professional Option:
 - ACNT 1303: Introduction to Accounting I
 - POFT 2312: Business Correspondence and Communication
- Make the following changes to the Medical Office Administrative Professional Option:
 - Delete POFT 1319: Records and Information Management I
 - Add POFT 2312: Business Correspondence and Communication
- Delete the following courses from the Office Manager Option:
 - POFI 1204: Computer Fundamentals
 - POFI 2331: Desktop Publishing for the Office
 - POFT 1319: Records and Information Management I
- Add the following courses to the Office Manager Option:
 - ACNT 1303: Introduction to Accounting I
 - HRPO 1311: Human Relations
 - POFT 2312: Business Correspondence and Communication

- Reduce the total from 70-71 to 60 semester hours

A request to make the following changes to the Office Administration Professional Certificate (OFAD.CERT.PRO):

- Delete the following courses from the Major Course Requirements:
 - ACNT 1303: Introduction to Accounting I
 - BMGT 1382: Cooperative Education
 - HRPO 1311: Human Relations
 - POFT 2203: Speed and Accuracy Building
 - POFT 2312: Business Correspondence & Communication
- Add the following course to the Major Course Requirements:
 - POFT 2303: Speed and Accuracy Building
- Delete the following courses from the Administrative Professional Option:
 - POFI 1204: Computer Fundamentals
 - POFT 1319: Records and Information Management I
 - POFT 1345: Shorthand/Notetaking I
- Add the following courses to the Administrative Professional Option:
 - ACNT 1303: Introduction to Accounting I
 - POFT 1349: Administrative Office Procedures II
 - POFT 2312: Business Correspondence & Communication
- Delete the following courses from the Legal Office Administrative Professional Option:
 - POFI 1204: Computer Fundamentals
 - POFT 1345: Shorthand/Notetaking I
- Add the following courses to the Legal Office Administrative Professional Option:
 - ACNT 1303: Introduction to Accounting I
 - POFT 2312: Business Correspondence and Communication
- Make the following changes to the Medical Office Administrative Professional Option:
 - Delete POFT 1319: Records and Information Management I
 - Add POFT 2312: Business Correspondence and Communication
- Delete the following courses from the Office Manager Option:
 - POFI 1204: Computer Fundamentals
 - POFI 2331: Desktop Publishing for the Office
 - POFT 1319: Records and Information Management I
- Add the following courses to the Office Manager Option:
 - ACNT 1303: Introduction to Accounting I
 - HRPO 1311: Human Relations
 - POFT 2312: Business Correspondence and Communication
- Reduce the total from 55-56 to 45 semester hours

And a request to make the following changes to the Office Assistant 9 Month Certificate (OFAD.CERT):

- Delete the following courses from the Major Course Requirements:

- ACNT 1303: Introduction to Accounting I
- BMGT 1382: Cooperative Education
- HRPO 1311: Human Relations
- POFT 2203: Speed and Accuracy Building
- POFI 1204: Computer Fundamentals
- Add the following course to the Major Course Requirements:
 - POFT 2303: Speed and Accuracy Building
- Reduce the total from 40 to 30 semester hours

Hays moved, seconded by Davis to approve the changes to the Office Administration programs. The motion carried.