#### CURRICULUM COMMITTEE January 30, 2015 Minutes

- **Present:** Diane Brice, Claudie Biggers, Susan Burks, Tamara Clunis, Kim Davis, Kristin Edford, Dan Ferguson, Lyndy Forrester, Matthew Goodman, Kim Hays, Alan Kee, Jerry Moller, Carol Moore, Jason Norman, Kelly Prater, Richard Pullen, Mark Rowh, Deborah Vess and Kathy Wetzel
- Absent: Kristin McDonald-Willey, Delila Paredes and Tamra Rocsko

Others Present: Kendra Hubbard, Dana Scott, Vicky Taylor-Gore and Derek Weathersbee

### HEALTH SCIENCES Clinical Medical Assistant

Kendra Hubbard submitted a request to add the following courses to the course inventory:

MDCA 1165: Practicum
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.
 (1 sem hr; 10 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 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.
- MDCA 1452: Medical Assistant Laboratory Procedures
  - Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA)-waived laboratory testing. (4 sem hrs; 3 lec, 2 lab)

Learning Outcomes:

- o Demonstrate venipuncture and skin puncture technique
- Demonstrate compliance with Universal Standards and Precautions based on OSHA guidelines
- Perform CLIA- waived laboratory tests
- o Label and handle all biologic specimens
- o Use equipment including calibration, maintenance and troubleshooting
- o Demonstrate quality assurance and quality control procedures

• MDCA 1191: Special Topics in Medical Assistant

Topics address recently identified current events, skills, knowledges 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.

(1 sem hr; 1 lec, 1 lab)

Learning Outcomes:

- Learning outcomes/objectives are determined by local occupational need and business and industry trends.
- MDCA 1254: Medical Assisting Credentialing Exam Review A preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams.

(2 sem hrs; 2 lec)

Learning Outcomes:

- Develop time-management skills
- Apply study techniques
- Perform test-taking strategies for exams covering content of medical assisting courses.

And make the following changes to the Clinical Medical Assistant (MDCA.CERT) certificate:

- Replace MDCA 1352: Medical Assistant Laboratory Procedures with MDCA 1452: Medical Assistant Laboratory Procedures
- Replace MDCA 1264: Practicum with MDCA 1165: Practicum
- Add MDCA 1191: Special Topics in Medical Assistant
- Add MDCA 1254: Medical Assisting Credentialing Exam Review
- Increase the total from 32 to 35 semester hours

Norman moved, seconded by Burks to approve the course additions and program changes to the CMA certificate. The motion carried.

## **Dental Assisting**

Dana Scott submitted a request to add the following course to the course inventory:

 DNTA 1345: Preventive Dentistry The study of nutrition and preventable dental disease and community dental health. (3 sem hrs; 2 lec, 2 lab)
 Learning Outcomes:

Learning Outcomes:

- Provide nutritional and preventive dental counseling
- Apply fluoride agents
- Demonstrate oral hygiene techniques
- Participate in community dental health activities

And make the following changes to the Dental Assisting (DNTA.CERT) certificate:

- Replace DNTA 1245: Preventive Dentistry with DNTA 1345: Preventive Dentistry
- Delete HITT 1305: Medical Terminology I
- Reduce the hours from 42 to 40 semester hours

Pullen moved, seconded by Goodman to approve the course additions and program changes to the Dental Assisting certificate. The motion carried.

## Mortuary Science

Scott Rankin submitted a request to update the following courses:

- MRTS 2335: Mortuary Jurisprudence Prerequisites: MRTS 1301, MRTS 1310 and MRTS 1311
- MRTS 2342: Mortuary Management II Corequisites: MRTS 1342 and MRTS 1360 1260
- MRTS 2432: Human Anatomy Corequisites: MRTS 2360 2260 and MRTS 2445 2244 Examination of the major systems of the human body with emphasis on the circulatory system. Human cadaver dissection in the program laboratory is included. If this course is online, it is an enhanced online course that requires students to come to Amarillo at the end of the semester for an off-site cadaver dissection lab. Students should be prepared to be in lab at their expense, M-F 8am to 5pm one week prior to final examinations. No exceptions will be made to the required lab.
- MRTS 2260:Funeral Service Clinical II Prerequisites: MRTS 1310 and MRTS 1360 1260
- MRTS 2244: Technical Procedures I Corequisites: MRTS 2360 2260 and MRTS 2432
- MRTS 2246: Technical Procedures II Prerequisites: MRTS 2360 2260, MRTS 2244 and MRTS 2432

## Kee moved, seconded by Davis to approve the changes to the mortuary science courses. The motion carried.

## Nuclear Medicine

Tamra Rocsko submitted a request to make updates to the following courses:

 NMTT 1309: Nuclear Medicine Instrumentation Prerequisite: NMTT 2209 NMTT 1313 Corequisite: NMTT 2274

Theory and application of electronic instrumentation used in the direction and analysis of ionizing radiation with special emphasis on gamma spectrometry and quality assurance relevant to nuclear medicine instruments. Learning Outcomes:

- Describe the radioactive decay process and the interaction of ionizing radiation with matter and the operation of the electrical components of various radiation detection systems
- Relate the principles of operation of gas-filled detectors, scintillation detection systems, and liquid scintillation systems
- Determine a statistically accurate counting rate for a radiation detector
- Describe and differentiate the various imaging systems including scintillation cameras, multi-crystal cameras, and tomographic imaging systems
- Discuss and apply the best quality control measures for continuous quality improvement.
- NMTT 1313: Nuclear Medicine Physics
  - Prerequisite: CHEM 1305 or major advisor consent

A comprehensive study of the physical principles associated with nuclear medicine and allied health physics.

Learning Outcomes:

- o Identify atomic and nuclear structure
- Describe energy relationships
- Distinguish radioactivity as a consequence of nuclear instabilities, decay modes, radiations emitted, and interactions with matter
- Utilize mathematics for calculation of radioactivity and photon attenuation in matter; analyze statistical analyses related to nuclear medicine physics
- Solve problems dealing with topics such as force, work, energy, frequency, and wave length.
- NMTT 2201: Radiochemistry & Radiopharmacy Prerequisite: CHEM 1305 or equivalent NMTT 1313
- NMTT 2209: Nuclear Medicine Methodology I Prerequisite: NMTT 1313 NMTT 1309
- NMTT 2333: Advanced PET and Fusion Technology Prerequisite: RADR 2240 NMTT 2209

And a request to make the following changes to the Nuclear Medicine AAS (NMTT.AAS.NM) degree:

 Replace any PHYS course from the approved Life & Physical Sciences list with PHYS 1305: introductory Physics I

Pullen moved, seconded by Goodman to approve the changes to the Nuclear Medicine courses and AAS degree. The motion carried.

### LIBERAL ARTS Art/Graphic Design

Victoria Taylor-Gore submitted a request to update the following course:

ARTC 1327: Typography
 Corequisite Prerequisite: ARTC 1325

Ferguson moved, seconded by Norman to approve the changes to ARTC 1327. The motion carried.

# <u>Music</u>

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

• MUSI 1160: Italian Diction

Study of phonetic sounds of the Italian language to promote the ability to sing in that language.

(1 sem hr; 1 lec)

Learning Outcomes:

- Recognize, identify, understand and demonstrate use of the international phonetic alphabet as it applies to Italian vocal repertoire
- Demonstrate an understanding of phonetic transcription of Italian language texts
- Demonstrate skill of reading phonetic transcriptions of Italian language texts
- MUSI 1161: English Diction

Study of phonetic sounds of the English language to promote the ability to sing in that language.

(1 sem hr; 1 lec)

Learning Outcomes:

- Recognize, identify, understand and demonstrate use of the international phonetic alphabet as it applies to English vocal repertoire
- Demonstrate an understanding of phonetic transcription of English language texts
- Demonstrate skill of reading phonetic transcriptions of English language texts
- MUSI 2160: German Diction

Study of phonetic sounds of the German language to promote the ability to sing in that language.

(1 sem hr; 1 lec)

Learning Outcomes:

- Recognize, identify, understand and demonstrate use of the international phonetic alphabet as it applies to German vocal repertoire
- Demonstrate an understanding of phonetic transcription of German language texts
- Demonstrate skill of reading phonetic transcriptions of German language texts

• MUSI 2161: French Diction

Study of phonetic sounds of the French language to promote the ability to sing in that language.

(1 sem hr; 1 lec)

Learning Outcomes:

- Recognize, identify, understand and demonstrate use of the international phonetic alphabet as it applies to French vocal repertoire
- Demonstrate an understanding of phonetic transcription of French language texts
- o Demonstrate skill of reading phonetic transcriptions of French language texts

<u>Goodman moved</u>, seconded by Hays to approve the addition of the music courses. The motion carried.

## <u>NURSING</u> ADN

At the 1/16/15 Curriculum Committee meeting Richard Pullen submitted a request to add RNSG 2030 to the course inventory and to the requirements for the Associate Degree Nursing (RNSG.AAS) degree. It was approved pending verification that the course was a semester credit hour course. It was later determined that RNSG 2030 is a continuing education course and not a semester credit hour course, so his request was withdrawn.

## <u>STEM</u> Biology

Claudie Biggers submitted a request to make the following course update:

 BIOL 2420: Microbiology for Non-Science Majors (4 sem hrs; 3 lec, 2 3 lab)

Ferguson moved, seconded by Kee to approve the change to BIOL 2420. The motion <u>carried</u>.

And submitted a request to make the following changes to the Biology AS (BIOL.AS) degree:

- Replace MATH 1314: College Algebra with MATH 1414: College Algebra/STEM
- Delete BIOL 2416: Genetics
- Add BIOL 2421: Microbiology
- Add MATH 1316: Trigonometry
- Reduce Recommended Courses section to 2 semester hours

# Norman moved, seconded by Pullen to approve the updates to the Biology AS degree. The motion carried.

### Pre-Nursing

Claudie Biggers submitted a request to update the Pre-Nursing AS (RNSG.AS) Major Course Requirements to include the following:

- Choose 18 hours from the following :
  - BIOL 2420: Microbiology for Non-Science Majors
  - o CHEM 1305: Introductory Chemistry I
  - CHEM 1105: Introductory Chemistry Laboratory
  - HECO 1322: Principles of Nutrition
  - o HPRS 2301: Pathophysiology
  - o MATH 1342: Statistics
  - PSYC 2308: Child Psychology
  - o PSYC 2314: Lifespan Growth & Development
  - SOCI 1301: Introduction to Sociology
- Reduce the program total from 61 to 60 semester hours

Rowh moved, seconded by Pullen to approve the changes to the Pre-Nursing AS degree. The motion carried.

#### Pre-Physician Assistant

Claudie Biggers submitted a request to make the following changes to the Pre-Physician Assistant AS (PAST.AS) degree:

- Replace MATH 1314: College Algebra with MATH 1414: College Algebra for STEM Majors
- Increase the Recommended Courses from 1 to 2 semester hours

Burks moved, seconded by Goodman to approve the changes to the Pre-Physician Assistant AS degree. The motion carried.

#### TECHNICAL EDUCATION Automotive Technology

Brian Jacob submitted a request to update the following course prerequisites:

- AUMT 2328: Automotive Service Prerequisite: AUMT 1305
- AUMT 2334: Engine Performance Analysis II Prerequisite: AUMT 2317 1305
- AUMT 2337: Electronics
  Prerequisite: AUMT 1305 and ELPT 1311

# Pullen moved, seconded by Kee to approve the changes to the automotive courses. The motion carried.

## Industrial Technology

Delane McUne submitted a request to add the following course to the course inventory:

• ETWR 1371: Technical Communication

A study of individual habits and skills necessary for employment and advancement in technical industries including preparation of technical documents, skills to ensure job readiness and the effective habits of a successful employee.

(3 sem hrs; 2 lec, 2 lab)

Learning Outcomes:

- o Demonstrate effective critical reading and writing skills
- Describe the basic components of safety, health and environment systems as defined by the Occupational Safety and Health Administration (SHA).
- Perform internet research and demonstrate information literacy skills
- o Implement effective study skills
- Design and create an online career portfolio

Davis moved, seconded by Rowh to approve the addition of ETWR 1371 to the course inventory. The motion carried.

Delane McUne submitted a request to replace ETWR 1391: Special Topics in Professional, Technical, Business and Scientific Writing with ETWR 1371: Technical Communication in the following programs:

- Industrial Technology AAS (IMRT.AAS)
- Industrial Technology Advanced Certificate (IMRT.CERT.ELMT)
- Industrial Technology Basic Certificate (IMRT.CERT)
- Industrial Technology Technical Core (IMRT.MKT.CERT)

# Ferguson moved, seconded by Rowh to approve the replacement of ETWR 1391 with ETWR 1371 in the Industrial Technology programs. The motion carried.

Delane McUne submitted a request to update and add the statement "minimum grade of C" to the following course prerequisites:

- EECT 2335: Telecommunications
  Prerequisite: INMT 1305 and ELPT 1311 minimum grade of C
- ELMT 1301: Programmable Logic Controllers Prerequisite: IEIR 1310 – minimum grade of C
- ELMT 1302: Solar Photovoltaic Systems
  Prerequisite: INMT 1305 and ELPT 1311 HART 1311 minimum grade of C
- ELMT 1305: Basic Fluid Power

Prerequisites: INMT 1305 and ELPT 1311 - minimum grade of C

- ELMT 2333: Industrial Electronics
  Prerequisites: ELMT 1301 and IEIR 1306 minimum grade of C
- ELMT 2341: Electromechanical Systems
  Prerequisite: ELMT 1301 minimum grade of C and instructor consent. Final Semester
- ELPT 1311: Basic Electrical Theory Prerequisites: MCHN 1343 and ETWR 1391 ETWR 1371 – minimum grade of C
- HART 1307: Refrigeration Principles Prerequisites: INMT 1305 and ELPT 1311 – minimum grade of C
- HART 1311: Solar Fundamentals
  Prerequisites: INMT 1305 and ELPT 1311 minimum grade of C
- HART 1345: Gas & Electric Heating Prerequisites: INMT 1305 and ELPT 1311 – minimum grade of C
- HART 2336: Air Conditioning Troubleshooting Prerequisite: ELMT 1301 and HART 2338 – minimum grade of C and instructor consent. Final Semester
- HART 2338: Air Conditioning Installation and Startup Prerequisite: HART 1307 – minimum grade of C
- HART 2342: Commercial Refrigeration Prerequisite: HART 1307 – minimum grade of C
- IEIR 1306: Electric Motors
  Prerequisites: INMT 1305 and ELPT 1311 minimum grade of C
- IEIR 1310: Motor Controls Prerequisites: INMT 1305 and ELPT 1311 – minimum grade of C
- IEIR 1312: Distribution Systems
  Prerequisites: INMT 1305 and ELPT 1311 minimum grade of C
- INMT 1305: Introduction to Industrial Maintenance Prerequisites: ETWR 1391 1371 and MCHN 1343 – minimum grade of C
- INMT 2301: Machinery Installation
  Prerequisite: INMT 1305 and ELPT 1311 minimum grade of C
- INTC 1301: Principles of Industrial measurements I Prerequisites: INMT 1305 and ELPT 1311 – minimum grade of C
- INTC 1343: Application of Industrial Automatic Controls Prerequisite: INTC 1301 – minimum grade of C
- INTC 2310: Principles of Industrial measurements II Prerequisite: INTC 1343 – minimum grade of C
- MCHN 2312: Millwright V Prerequisite: INMT 2301 – minimum grade of C
- WIND 2359: Wind Power Delivery System
  Prerequisites: INMT 1305 and ELPT 1311 minimum grade of C

Ferguson moved, seconded by Rowh to approve the addition of the "minimum grade of C" requirement to the Industrial Technology course prerequisites. Norman and Brice opposed. The motion carried.

## Machining Technology

Kim Hays submitted a request to update and add the statement "minimum grade of C" to the following course prerequisites:

- MCHN 1332: Bench Work and Layout Prerequisites: INMT 1305 and MCHN 1343 – minimum grade of C
- MCHN 1338: Basic Machine Shop Prerequisite: MCHN 1332 – minimum grade of C
- MCHN 1341: Basic Machine Shop II Prerequisite: MCHN 1332 – minimum grade of C
- MCHN 1352: Intermediate Machining I Prerequisite: MCHN 1338 and MCHN 1341 – minimum grade of C
- MCHN 1354: Intermediate Machining II Prerequisites: MCHN 1338 and MCHN 1341 – minimum grade of C
- MCHN 2303: Fundamentals of Computer Numerical Controlled (CNC) Machine Controls
  - Prerequisite: MCHN 2341 minimum grade of C
- MCHN 2341: Advanced Machining I Prerequisite: MCHN 1354 – minimum grade of C

Ferguson moved, seconded by Rowh to approve the addition of the "minimum grade of C" requirement to the Machining course prerequisites. Norman and Brice opposed. The motion carried.

# Non-Destructive Testing

Kim Hays submitted a request to deactivate the following degrees:

- Nondestructive Testing and Evaluation AAS (NDTE.AAS)
- Nondestructive Testing and Evaluation Surface Testing Technician (NDTE.CERT.ST)
- Nondestructive Testing and Evaluation Volumetric Testing Technician (NDTE.CERT.VT)

Ferguson moved, seconded by Rowh to approve the deactivation of the Nondestructive Testing AAS and two certificates. The motion carried.

Kim Hays submitted a request to make the following changes to the Nondestructive Technician Certificate (NDTE.CERT):

- Change the name of the certificate from Nondestructive Testing and Evaluation Nondestructive Technician Certificate to Welding Technology – Nondestructive Technician Certificate
- Add "This certificate program prepares the student to evaluate outcomes of manufacturing processes" to the program description.
- Replace ETWR 1391: Special Topics with ETWR 1371: Technical Communication
- Delete the following courses:
  - NDTE 1372: Radiographic Testing Level 1
  - NDTE 2371: Ultrasonic Testing Level 2
  - NDTE 2372: Radiographic Testing Level 2
  - NDTE 2375: Advanced NDT Methods
  - NUCP 1371: Radiation Safety for Industrial Radiographers
  - o BCIS 1305: Business Computer Applications
  - ENGL 1301: Composition I
- Add the following courses:
  - WLDG 1371: Welding Fundamentals
  - o WLDG 1372: Layout and Fabrication I
  - WLDG 2372: Layout and Fabrication II
- Reduce the program total from 52 to 40 semester hours

# Ferguson moved, seconded by Norman to approve the changes to the Nondestructive Technician (NDTE.CERT) certificate. The motion carried.

Kim Hays submitted a request to delete the following courses from the course inventory:

- NDTE 1372: Radiographic Testing Level 1
- NDTE 2311: Preparation for Welding Inspection
- NDTE 2371: Ultrasonic Testing Level 2
- NDTE 2372: Radiographic Testing Level 2
- NDTE 2373: Electromagnetic Testing Level 2
- NDTE 2375: Advanced NDT Methods
- NUCP 1371: Radiation Safety for Industrial Radiographers

# Rowh moved, seconded by Kee to approve the deletion of nondestructive testing courses from the course inventory. The motion carried.

Kim Hays submitted a request to update and add the statement "minimum grade of C" to the following course prerequisites:

- NDTE 1171: Introduction to NDT Prerequisites: INMT 1305 and ELPT 1311 – minimum grade of C
- NDTE 1272: Magnetic Particle Testing Level 1 & 2 Prerequisites: INMT 1305 and ELPT 1311 - minimum grade of C
- NDTE 1273: Liquid Penetrant Testing Level 1 & 2

Prerequisites: INMT 1305 and ELPT 1311 - minimum grade of C

- NDTE 1274: Visual Testing Level 1 & 2 Prerequisites: INMT 1305 and ELPT 1311 - minimum grade of C
- NDTE 1371: Ultrasonic Testing Level 1 Prerequisites: INMT 1305 and ELPT 1311 - minimum grade of C
- NDTE 1373: Electromagnetic Testing Level 1 Prerequisites: INMT 1305 and ELPT 1311 - minimum grade of C
- WLDG 1337: Introduction to Welding Metallurgy Prerequisites: INMT 1305 and ELPT 1311 - minimum grade of C

Ferguson moved, seconded by Rowh to approve the addition of the "minimum grade of C" requirement to the NDTE and WLDG course prerequisites. Norman and Brice opposed. The motion carried.

## Utility Power Worker

Kim Hays submitted a request to delete the following courses from the course inventory:

- LNWK 1471: Substations
- LNWK 1391: Special Topics in Lineworker

Burks moved, seconded by Goodman to approve the deletion of LNWK 1471 and LNWK 1391 from the course inventory. The motion carried.

Kim Hays submitted a request to update and add the statement "minimum grade of C" to the following course prerequisites:

- ELPT 1321: Introduction to Electrical Safety and Tools Prerequisites: INMT 1305 and ELPT 1311 – minimum grade of C
- ELPT 1371: Overhead Distribution/Transmission Operations Prerequisite: LNWK 2322 – minimum grade of C
- ELPT 2380: Cooperative Education
  Prerequisites: ELPT 1371, LNWK 2321 minimum grade of C and instructor consent. Final semester.
- LNWK 1301: Orientation & Line Skills Fundamentals Prerequisite: ELPT 1321 – minimum grade of C
- LNWK 1371: Underground Distribution/Transmission Operations Prerequisite: LNWK 1301 – minimum grade of C
- LNWK 2321: Live Line Safety Prerequisite: LNWK 1301 – minimum grade of C
- LNWK 2322: Distribution Line Construction
  Prerequisite: LNWK 1301 minimum grade of C

Ferguson moved, seconded by Rowh to approve the addition of the "minimum grade of C" requirement to the Utility Power Worker course prerequisites. Norman and Brice opposed.

### The motion carried.

### Welding Technology

Kim Hays submitted a request to update and add the statement "minimum grade of C" to the following course prerequisites:

- WLDG 1370: Intro to Arc Welding Prerequisites: INMT 1305 and WLDG 1373 – minimum grade of C
- WLDG 1371: Welding Fundamentals Prerequisites: INMT 1305 and WLDG 1373 – minimum grade of C
- WLDG 1372: Layout and Fabrication I Prerequisite: INMT 1305 – minimum grade of C
- WLDG 1373: Thermal Cutting I Prerequisites: ETWR 1371 and MCHN 1343 – minimum grade of C
- WLDG 1374: Thermal Cutting II
  Prerequisite: WLDG 1373 minimum grade of C
- WLDG 1375: Shielded Metal Arc Welding I (SMAW) Prerequisite: WLDG 1370 – minimum grade of C
- WLDG 1376: Shielded Metal Arc Welding II (SMAW) Prerequisite: WLDG 1375 – minimum grade of C
- WLDG 1377: Gas Metal Arc Welding I (GMAW) Prerequisite: WLDG 1375 – minimum grade of C
- WLDG 1378: Gas Tungsten Arc Welding I (GTAW) Prerequisite: WLDG 1375 – minimum grade of C
- WLDG 2372: Layout and Fabrication II Prerequisite: WLDG 1372 – minimum grade of C
- WLDG 2379: Shielded Metal Arc Welding II Pipe (SMAW) Prerequisite: WLDG 1376 – minimum grade of C

Ferguson moved, seconded by Rowh to approve the addition of the "minimum grade of C" requirement to the Welding course prerequisites. Norman and Brice opposed. The motion carried.